

## **BODENHAM PARISH COUNCIL**

### **MINUTES OF THE PARISH COUNCIL MEETING AT THE SIWARD JAMES CENTRE AT 7.30 PM ON TUESDAY, 8<sup>TH</sup> NOVEMBER 2011**

#### **Attendance**

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

Cllr Jeremy Millar (District Councillor)

Mr Chris Smith (Clerk)

CSO Steph Annette and a colleague were present for the introductory session.

9 members of the public were present.

<b>ITEM</b>	<b>ACTION</b>
<b><u>INTRODUCTION</u></b>	
<p>1. CSO Annette praised the BFPG exhibition, which had taken place the previous day.</p> <p>2. CSO Annette reported that a group of small dogs had been seen running around the village. The matter was now in hand.</p> <p>3. Cllr James-Moore reported that the Safer Roads Partnership had been seen on the A417. CSO Annette said that she was aware of this, but had received no feedback about the SRP's activities.</p> <p>4. Cllr Ling asked whether CSO Annette and her colleague could support the Parish Council's attempts to restrict traffic speed on the A417. CSO Annette suggested that Bob Haynes at West Mercia Police in Hereford be approached. She also suggested that Bredenbury Parish Council might be approached, because a 30mph limit was to be introduced in Bredenbury (although the circumstances leading to this differed from those in Bodenham, e.g. Bredenbury School is located on the main road through the village). Cllr Mitcheson pointed out that there was a parallel in that a school bus drops children off at Bodenham Parish Hall on the A417.</p> <p>5. CSO Annette reported that there was a serial burglar in the area, who targeted unlit houses, especially after dark in the late afternoon/ early evening. She advised leaving a light on at all times.</p>	
<b><u>AGENDA ITEM 1 – APOLOGIES</u></b>	
<p>6. Apologies were received from Cllr Powell, Cllr Wrathall and Cllr Davis.</p>	

## AGENDA ITEM 2 – DECLARATIONS OF INTEREST

7. No declarations of interest were received.

## AGENDA ITEM 3 – MINUTES OF THE PREVIOUS MEETING

8. It was noted that Annex D (Cllr Millar’s Report) was missing.  
 9. It was also noted that, because there was no Annex E to the Minutes, Annex F should be relettered as Annex E.

## AGENDA ITEMS 4 AND 5 - MATTERS ARISING FROM THE MINUTES/ ACTION POINTS FROM THE PREVIOUS MINUTES

10. **Minute 5.1: Large Vehicles using Chapel Lane.** The Clerk reported that First Milk plc had been contacted and had agreed to tell their drivers not to use the lower half of Chapel Lane.

11. **Minute 5.2: Provision of a Playground Slide.** The Clerk reported that a quote had been obtained from Amey. **It was agreed that Cllr Ling and the Clerk should create and circulate a ‘scope of works’ for the playground.**

DL/CS

12. **Minutes 5.4 and 8.0: Parish Car Park First Registration.** The Clerk reported that Ms Sue Newbould is proceeding with the registration process.

13. **Minute 7.2: Damage to the Bus Stop at Chapel Lane.** The Clerk reported that the damage had been reported to Amey, but had not been repaired. The Clerk was instructed to report the damage again.

CS

14. **Minute 8.0: Localism Bill Presentation.** The Clerk reported that he had emailed the briefing to the members of the Parish Council.

15. **Minute 10.0: Broadband.** The Clerk reported that notices have been placed in the bus shelters and on noticeboards, and that questionnaires are now being posted to householders.

16. **Minute 11.0: Sustainability Action Plan (Ecohere).** Cllr Ling reported that a meeting has been arranged for 21st November at the Siward James Centre.

17. **Minute 12.0: Village SOS Scheme.** Cllr Ling reported that the scheme was inappropriate for Bodenham Parish Council.

18. **Minute 13.3: Road Signs at Ketch Lane.** The Clerk reported that the road signs at the end of Ketch Lane now face in the right direction.

19. **Minute 13.4: 40mph Sign at Saffrons Garage.** The Clerk reported that Amey had been informed about the 40mph sign being located in the field.

20. **Minute 13.5: Email from Mr N Tarbath.** The Clerk reported that Mr Tarbath had been contacted.

21. **Minute 17.0: AOB Remembrance Day.** The Clerk reported that a donation of £50 has been sent to Veronica Howell and Cllr Mitcheson has been confirmed as the Parish Council’s representative at the Remembrance Day service.

22. **Minute 18.1: AOB Rural Media Company Meeting.** Cllr Clarke reported that he had attended the meeting and would circulate a DVD about the scheme, for which the take-up has been poor so far (8 Herefordshire parishes out of 120). The scheme employs village wardens at a cost of £7000 per parish *per annum*, unless the warden is shared with another parish. Red Cross funding for the scheme is to end, but Herefordshire Council is to consider funding the scheme – and parishes can fund it from their own resources.

**AGENDA ITEM 6: OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO ADDRESS THE PARISH COUNCIL**

23. Mrs Ronnie Parker asked that the bin by the telephone box be emptied. The Clerk was instructed to contact FOCSA about this.

CS

24. Mrs Parker also asked about the updating and refurbishment of the notice boards in the Parish. Cllr Ling said that there was support for this from the Community-Led Plan questionnaires. Mrs Babs Mitcheson suggested contacting Hamwyn Joinery, who might be interested in sponsoring replacement notice boards.

25. Mr Tony Clark reported that the plastic wrapping on the sandbags stored at the Parish Hall had been damaged. Cllr Knott said that the intention had been that they should be stored at the side of the Hall and not next to the car park. Cllr Mitcheson offered to try and arrange for them to be moved and noted that it was essential that they should be covered, otherwise they would rapidly bio-degrade. Cllr Pollard offered to provide a tarpaulin. **It was agreed that Cllr Pollard would liaise with Cllr Mitcheson about this.**

JP/AM

26. Mr Tony Clark also reported that the mirror on the A417 opposite Wood Lane had been badly scratched.

27. Mr Nick Nicolson asked what was meant by high speed broadband and whether it was likely to be installed. Cllr Millar gave a full explanation and urged everyone to return the questionnaire which was now being sent to every household.

**AGENDA ITEM 7: VOTING PROCEDURES**

28. Cllr Ling reported that a complaint had been received *via* Cllr Mitcheson about voting procedures not being followed. This had particularly concerned the making and recording of Parish Council decisions which had financial implications, the example quoted by the complainant being the application for Bodenham to be included in the Lengthsman Scheme. Cllr Ling reminded Councillors that the timescale for that application had meant that the usual procedure could not be followed.

29. Cllr Mitcheson commented that part of the complaint was that proposers and seconders were not being called for or recorded and that decisions were being taken without being voted on. Cllr Ling replied that that it was his practice not to call for a formal vote, when agreement on a particular decision was obvious. **Cllr Mitcheson then proposed and Cllr Clarke seconded the motion that the recording of proposers and seconders be adopted. This was agreed.**

30. Retrospectively, **Cllr Clarke proposed and Cllr James-Moore seconded the motion that the Minutes of the previous Meeting be approved. This was agreed.**

**AGENDA ITEM 8: DINMORE SPOUT RISK ASSESSMENT REPORT**

31. A risk assessment report for the Dinmore Spout had been received, which contained recommendations. Cllr Ling asked with whom the responsibility lay for acting on these. Cllr Knott thought that responsibility lay with the landowner, *i.e.* Hampton Court Estate. **It was proposed by Cllr Jackson and seconded by Cllr Mitcheson that the Clerk should write to the author of the Report to the effect that responsibility for acting on the recommendations lay with either the landowner or Herefordshire Council, and not with the Parish Council. This was agreed.**

CS

**AGENDA ITEM 9: HOW DO THE PARISH COUNCIL VIEW THE PARISH HALL? COMMUNITY ASSET OR SELF-FINANCING ORGANIZATION? (CLLR KNOTT)**

32. Cllr Knott reported that, although the Parish Hall accounts were healthy, the Management Committee is short of members and there is concern that the community does not support the Parish Hall sufficiently.

33. Cllr Mitcheson said that he felt that the Parish Council was fully supportive. He suggested that the Parish Hall needed to be advertised, promoted more aggressively and run in a more business-like way.

34. Cllr Ling commented that the Parish Hall is regarded by the Parish Council as both an asset and a self-financing entity, but he was unsure how the Parish Council could help financially with the refurbishment work, which was needed.

35. Cllr Knott said that finding appropriate funding sources was difficult. Cllr Ling replied that Sport England might be a source of funding for upgrading the outside facilities.

**AGENDA ITEM 10: FUNDING THE DIAMOND JUBILEE 2012 CELEBRATIONS**

36. Cllr Ling outlined sources of funding for various forms of celebrations or facilities.

37. Cllr Mitcheson suggested seeking matched funding. He commented that Herefordshire Council have knowledge of such sources of funding.

38. Cllr Ling asked Cllr Millar to ascertain who was the best person to contact at Herefordshire Council. Cllr Mitcheson suggested that a small group of Councillors then meet with this person. **This was agreed.**

39. Cllr Pollard reported that he knows a professional fund raiser. Cllr Ling asked him to contact this person.

**JP**

**AGENDA ITEM 11: FINANCE**

**40. Monthly Accounts Statements.**

a. Cllr Mitcheson commented that it was difficult to identify from the accounts statements which month they referred to. Cllr Ling said that he would add a suitable heading. Cllr Knott was concerned about expenditure and asked that future expenditure be added to the statements of accounts. Cllr Ling commented that the balance in October 2011 was similar to that in October 2010.

**DL**

b. The statement of accounts was accepted and is included as Annex A.

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

a.	Bodenham Parish Hall (CLP room hire)	£42.00
b.	Bodenham Parish Hall (PC room hire)	£8.00
c.	Siward James and Arkwright Trust (BFPG)	£72.00
d.	Mazars (auditors)	£504.00
e.	Clerk's expenses	£30.82
f.	Alpha Web Design	£200.00

g. Leominster Community Resource Centre £415.25

**AGENDA ITEM 12: SETTING THE PRECEPT FOR 2012-13 (CLLR LING)**

42. Cllr Ling had prepared a proposal for the 2012-13 Precept.

43. Cllr James-Moore asked about CLP projects. Cllr Ling said that these would be identified shortly and that £3,000 appeared in the precept proposal for these.

44. Cllr Ling said that the Clerk's contract should be reviewed in either August or April. Cllr Knott suggested that April was more appropriate than August. Cllr Millar suggested checking the public employee salary level threshold below which a salary increase could be awarded in 2012-13. **It was agreed that the Clerk and Cllr Ling should check this.**

DL/CS

45. Cllr Ling reported that at £17.52 the Band D precept rate for Bodenham Parish Council was much lower than that of neighbouring parishes. Cllr Clarke asked whether the community should be consulted about any increase in the Precept. Cllr Ling reported that a 32% rise two years ago had not attracted complaints. Cllr Knott suggested a gradual increase over a number of years.

46. Cllr Ling asked for proposals to be made at the next Meeting.

All

**AGENDA ITEM 13: PLANNING**

47. The following planning applications had been received:

- DMN/112805L: The Vern, Marden: installation of solar panels. **The Parish Council had no objection to this application.**
- DMN/112925/F: Brockington Hall: remodelling of previously approved garage building and extension to include gym, changing rooms and indoor swimming pool, plus new adjoining garages. **The Parish Council did not regard this application as a "remodelling", but could find no planning reason to object to the application.**
- DMN/113030/CD: St Michael's Primary School: external alterations to rear of school, which includes walkways, timber pergolas, timber pavilion and three timber play village buildings. **The Parish Council was fully supportive of this application.**

**AGENDA ITEM 14: UPDATES**

48. **Community-Led Plan.** Cllr Ling reported that the Community-Led Plan Steering Group had met to discuss feedback from the Open Day. The Group had also discussed the introduction of activities with young people. The final draft report of the CLP is in preparation.

49. **Bodenham Flood Protection Group.** Cllr Ling congratulated the BFPG on its Pride of Herefordshire Award. He commented that the replacement of the Millcroft Road/ Ketch Lane culverts is the largest remaining issue for the Group to address and should be a priority action emerging from the CLP. Cllr Mitcheson agreed and then gave the monthly BFPG Report which is included as Annex B.

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

**AGENDA ITEM 15: CORRESPONDENCE NOT PREVIOUSLY CIRCULATED**

51. The Clerk reported that he had received a letter from Herefordshire Council stating that the water at Dinmore Spout is still unfit to drink.

**AGENDA ITEM 16: ANY OTHER BUSINESS (INCLUDING DISTRICT COUNCILLOR'S COMMENTS)**

52. Cllr Millar gave his monthly report, which is included as Annex D.

53. **Meeting with Mr Andrew Lee-Jones.** Mr Lee-Jones' notes from the meeting held between him and Parish Councillors had only just been received. Discussion of this issue was postponed until the next Meeting.

54. **Road Safety by the Moor Brook Bridge.** Cllr Mitcheson said that he had been approached by a local resident who had expressed concern over the risk of an accident occurring adjacent to the bridge where the Moor Brook passes under the C1121. Between the west end of the northern parapet of the bridge and the nearby hedge there is a gap of several feet indicated only by three flexible verge markers. There is nothing to protect a cyclist or vehicle driver skidding into this gap (perhaps while turning onto the C1121 from Smeadal Lane in wet or icy conditions) from falling into the Brook below and possibly suffering serious injury. Cllr Mitcheson added that this danger had been pointed out on a number of previous occasions. The Clerk was tasked with reporting the issue to Amey for action.

CS

**AGENDA ITEM 17: DATE OF NEXT MEETING.**

55. The next Meeting will be held in the Siward James Centre at 7.30pm on Monday 5<sup>th</sup> December.

Annex A

<b>BALANCE AT 5 APRIL 05-Apr-11</b>		<b>BALANCE AT 16 SEPTEMBER</b>
LLOYDS	4147	5556
<b>TOTAL BALANCE</b>	<b>4147</b>	<b>5555</b>
<b>INCOME</b>		
ADVERTISING	1200	782
VAT REFUND	1686	222
CAR PARK LOAN	375	
COMMUNITY PLAN	0	
PRECEPT	8150	4075
FLOOD GROUP	123	
<b>TOTAL INCOME</b>	<b>11534</b>	<b>5079</b>
<b>EXPENSES</b>		
CAR PARK LOAN	750	0
COMMUNITY PLAN	441	25
CHURCH GRANT	0	
CLERK SALARY	909	152
CLERK EXPENSES	259	0
CAR PARK	1020	0
INSURANCE	610	0
WEBSITE	40	40
NEWSLETTER	868	868
FLOOD GROUP	249	40
ADVERT	0	
HALL RENTAL	105	0
SOCIETY OF COUNCIL CLERKS	0	
PLAYGROUND INSPECTION	53	0
AUDIT	0	
PARISH HALL GRANT	0	
BUNTING	26	
GRASS CUTTING	0	
OAK POSTS	842	
BRITISH LEGION GRANT	0	
<b>TOTAL EXPENSES</b>	<b>6172</b>	<b>1125</b>
<b>BALANCE AT 18 OCTOBER</b>	<b>9509</b>	<b>9509</b>
<b>CHEQUES RAISED NOT BANKED</b>		
BRITISH LEGION	50	
<b>TOTAL</b>	<b>50</b>	

**CHEQUES/INCOME NOT BANKED**

FLOOD GROUP	101
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<b>TOTAL</b>	<b>101</b>
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<b>BALANCE</b>	<b>9459</b>
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**INVOICES AWAITING APPROVAL**

FLOOD GROUP	72
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<b>TOTAL</b>	<b>72</b>
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<b>BALANCE</b>	<b>9387</b>
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**REPRESENTATION OF ACCOUNTS**

<b>LADYCLOSE ORCHARD</b>	<b>158</b>
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<b>FLOOD GROUP</b>	<b>1581</b>
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<b>COMMUNITY PLAN</b>	<b>194</b>
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<b>PARISH COUNCIL</b>	<b>7454</b>
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**FUTURE COMMITTED EXPENDITURE**

WEBSITE	200
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COMMUNITY PLAN	750
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<b>TOTAL</b>	<b>950</b>
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**FUTURE INCOME**

COMMUNITY PLAN	750
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<b>TOTAL</b>	<b>750</b>
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<b>REMAINING FUNDS</b>	<b>7254</b>
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**BODENHAM FLOOD PROTECTION GROUP REPORT (8 NOVEMBER 2011)****Environment Agency Property-Level Flood Protection Grant - 'Project Bodenham'**

The suppliers of property-level flood protection equipment have completed their surveys of the properties eligible to receive a share of the Environment Agency grant. Almost all the equipment is being supplied by one firm, UK Flood Barriers Limited, and they have confirmed that they have prepared their costings and sent them to Amey. We are now waiting for Amey to review the figures with the Environment Agency, confirm that the funds available are sufficient to cover the equipment for each property and get each property owner to agree to the terms and conditions of the installation.

Where the grant is not sufficient to cover the equipment for a particular property, the owner may be invited to contribute financially, but we are hoping that this will not be necessary in more than one or two properties, if any. We are also hoping that there may be some funds available from underspends on some properties to help ease the financial burden on others, or allow equipment to be provided for one or two properties which were assessed as just not quite meeting the eligibility criteria, or both.

UK Flood Barriers tell us that they are ready to move ahead as soon as the order is placed; so, provided Amey can complete their present work quickly, we see no reason why installation should not be completed by the end of the year – well ahead of the 31 March 2012 deadline – and we have offered our help in achieving this.

**Launch of the *Know Your Flood Risk* Campaign – Monday, 7 November.**

The 2011 Launch of the *Know Your Flood Risk* Campaign took place successfully yesterday in the Parish Hall as planned. A dozen manufacturers of flood protection equipment were present to showcase their products during the afternoon and the joint sponsors, the *Know Your Flood Risk* Campaign, Herefordshire Council, the Environment Agency and the BFPG also had displays. The exhibition attracted about 100 members of the public and a similar number attended the evening session which commenced with a series of presentations focussing mainly on flood insurance matters and ended with an 'open forum' for questions relating not only to insurance but to other flooding issues.

The whole event was generally regarded as having been a real success and much praise was given to the members of the BFPG who provided administrative support throughout the day in the form of refreshments, carparking, moving furniture, and so on.

Of particular note was the quite unexpected and most generous gift by Mr Rod Hawnt of Hydro-Logic Limited of a flood warning telemetry system. The full details have yet to be defined, but it is anticipated that the system will be installed to cover the main Millcroft Brook. It should then prove invaluable to the Village by giving residents sufficient advance warning of any future impending flash flood to allow them to fit the protection equipment to their properties in time.

**Pride of Herefordshire Awards.**

The BFPG was nominated for a Pride of Herefordshire Award in the 'Environment' Category and Chairman and Secretary represented the Group at the Awards Ceremony, which took place on

Wednesday, 12 October in Hereford. In the face of stiff competition from the other nominees in this category, the Group were declared to be the winners of the 2011 Environmental Champions Award and the Secretary received the trophy, certificate and bottle of champagne on behalf of members.

### **Working Party Sessions.**

**Friday, 14 October.** The Group began clearing the section of the Millcroft Brook between the C1125 and the Golf Course.

**Friday, 28 October.** The Group completed the clearance of the Millcroft Brook between the C1125 and the Golf Course. This was followed by *al fresco* drinks and nibbles kindly provided by Mike Stephens and Anne Cooper.

**Monthly Meeting (25 October).** The BFPG's monthly Meeting was held on Tuesday, 25 October and was marked by the display to members of the Pride of Herefordshire Environmental Group trophy, certificate and champagne.

### **Social Events.**

**Saturday, 15 October.** The BFPG's Annual Bonfire Party was successfully held at Millcroft Farm on a very pleasant evening and with a bonfire which cooperated without the need for the usual artificial stimulants.

**Saturday, 12 November.** The Group's Annual Quiz Night will be held in the Parish Hall. The Parish Council have been invited to form a team.

**Bodenham Parish Council****Parish Hall Report- Tuesday 8 Nov 2011**

Date of last Committee Meeting: 13th Sept 2011

There has not been a meeting since the above date. The Chairman has called an Extra Ordinary Meeting on Thursday 10 November. Next scheduled meeting is Wednesday 7th December 2011.

**Refurbishment of the Kitchen/Toilets:** The Work Group investigating what is needed to update the kitchen and refurbish the toilets to current standards will report to the committee on the above date.

**Parish Website Entry:** Recommendations for amendment/improvement have been circulated to committee members and the Work group for this project met with Tony Mitcheson on Friday 4<sup>th</sup> November 2011 to discuss the feasibility of additions and amendments. This item will also be discussed on Thursday 10<sup>th</sup> November.

**Additional Actions and User Feedback:** During the Work Group meetings for improvement of the Parish website, several other actions for improvement were identified. They were circulated to committee members in mid October for comments. In addition, we also received very useful feedback from a hall user in September which identified similar areas for improvement. This was circulated to committee members in September. A request has been made to include reactions to these documents in the Agenda for this Thursday.

District Councillor's Report

In the month's Report:

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

- **Local Development Plan**

Thank you for the excellent attendance at the Ward consultation on the LDP for Herefordshire on 25<sup>th</sup> 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 8<sup>th</sup> 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 30<sup>th</sup> 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](mailto: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 21<sup>st</sup> Century utility to potential suppliers.

- **Flood event**

A very successful exhibition and debate was held in Bodenham on 7<sup>th</sup> 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](mailto: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