

BODENHAM PARISH COUNCIL**MINUTES OF THE PARISH COUNCIL MEETING
AT THE SIWARD JAMES CENTRE
AT 7.30 PM ON MONDAY, 1st SEPTEMBER 2014**

Present: Cllr Roger Austin, Cllr Stan Davis, Cllr Dennis Jackson, Cllr Pam James-Moore, Cllr Tony Mitcheson (Chair), Cllr Rhian Powell.

District Councillor Jeremy Millar was also present.

12 members of the public were present at the start of the Meeting.

1. Introduction: Discussion with Ms Donna Tregenza, Locality Steward.

1.1 Donna Tregenza - the Balfour Beatty Locality Steward for an area of north Herefordshire from Brimfield to Bodenham - attended the Meeting. She explained that the role of a locality steward is to act as a link between a parish council, Balfour Beatty and Herefordshire Council. She is responsible for inspecting and making decisions about defects, such as potholes, drains, trees and many other aspects of the environment. She reported that Bodenham is an area where there is a lot of highway damage and where there are many issues involving vegetation, flooding and footpaths. She added that she could be contacted directly, but, alternatively, defects could be reported by phone or *via* the Herefordshire Council website.

1.2 Cllr Austin asked Ms Tregenza about her responsibility for traffic issues. She replied that she does not deal directly with traffic issues, but can pass on requests for traffic control measures. Cllr Mitcheson asked her if she would contact Mrs Justine Heath about the data Mrs Heath had collected on traffic speeds on the C1125 in Bodenham, but which she had not yet divulged to the Parish Council. Ms Tregenza agreed to remind Mrs Heath about this.

1.3 Cllr Davis said that there was a loose inspection cover in the C1125 opposite the bus stop. Cllr Austin said that there was a similar defect opposite the Surgery. Ms Tregenza noted the details of these defects.

1.4 Cllr Powell asked about footpaths, stiles and gates for dogs. Ms Tregenza replied that all stiles are to be replaced by kissing gates in due course, but most of the current budget is having to be used for strimming vegetation.

1.5 Cllr Powell asked about the Bodenham to Preston Wynne bridleway and the promise made by Herefordshire Council to start further work on restoring the bridleway by the end of August. Ms Tregenza noted the details and said she would investigate the matter.

1.6 Turning to the Minutes of the Parish Council's August Meeting, Cllr Mitcheson drew attention to the installation of a path to the Chapel Lane bus shelter (Minute 4.5). Ms Tregenza said that this was now in the programme of works, but that no decision had been made on a date for commencing the work.

1.7 Cllr Mitcheson also mentioned the missing kissing gate at the entrance to footpath BM11 (Minute 4.9). Ms Tregenza said that she had inspected the site and had ordered a new kissing gate, which should be installed shortly.

1.8 Cllr Mitcheson next referred to the missing stone setts on the C1121 opposite The Forge (Minute 4.10). Ms Tregenza asked for details and the Clerk was instructed to send them to her.

ACTION: CS

1.9 Cllr Mitcheson asked about the missing drain cover on the C1125 near Eastfields Farm (Minute 4.15). Ms Tregenza said that she had been unable to find the drain in question. It was agreed that the issue would be investigated on the forthcoming parish walk.

1.10 Cllr Mitcheson said that setting a date for a parish walk would have to await the return of Cllr Pollard from holiday, because the latter wished to participate in the walk. Cllr Powell noted that Mr Tony Clark had prepared a list of items to be looked at on the parish walk and would also like to participate in it. This was agreed. Ms Tregenza said that she would be able to photograph and record any issues identified on the walk.

1.11 Ms Tregenza reported that the drains on the C1125 between Orchard Close and the edge of Bodenham in the Hereford direction had been jetted. She added that potholes had been

repaired in Bowley Lane, while potholes in Orchard Close and Chapel Lane would be repaired shortly. Cllr Powell asked about Rowberry Lane near to Blue Cedar Cottage. Ms Tregenza said that the stretch of road surface in question needed to be fully replaced and was in the programme of works. Cllr Powell asked whether a drainage assessment of that stretch of road had been conducted. Ms Tregenza said that she would ask about this.

1.12 A local resident, Mrs Thomas, asked about improving safety at the Woodhouse Lane/A417 junction, which was very dangerous. She said that she understood from the Clerk that a request from the Parish Council for a 30mph limit to be placed on the A417 in that vicinity had been rejected. She said that a 'Road Junction' warning sign and an improved or adjusted mirror were required. Cllr Mitcheson remarked that this issue had been considered on several occasions over a long period and that anything Ms Tregenza could do to improve safety there would be appreciated. Ms Tregenza said that she would ensure that the mirror was inspected. The speed of traffic on that stretch of the A417 was mentioned and Mr David Tilford noted that the Safer Roads Partnership camera vehicle had been seen nearby earlier in the day.

1.13 Cllr Davis asked about the proposed diversion of footpath BN13. Ms Tregenza said that the matter was in the hands of the Legal Department at Herefordshire Council. Cllr Millar said that he had spoken to Mr Will Steel at Herefordshire Council recently and had been told that the matter was progressing.

2. **Apologies for Absence.** Apologies for absence were received from Cllrs Alec Avery, Bob Clarke, Robin Knott and Jeff Pollard.

3. **Declarations of Interest.** Cllr Mitcheson declared an interest in Item 10.

4. **Minutes of the Previous Meeting.**

4.1 The Clerk reported that Item 10.1 of the Minutes of the previous Meeting should be amended to say that a defibrillator must be kept at a temperature above zero degrees centigrade.

4.2 The Minutes were then accepted as a correct record (Proposer; Cllr Austin: Seconder; Cllr James-Moore).

5. **Matters Arising from the Minutes.**

5.1 **Minute 4.2: Vacancy for a Footpaths Officer.** The Clerk confirmed that he had placed an item in the September *Newsletter* about the vacancy.

5.2 **Minute 4.3: Communications.** Cllr Mitcheson said that he had not yet taken action to find a successor to Mr Richard Horlock to maintain the Parish Website. **ACTION: TM**

5.3 **Minute 4.4: Reinstatement of the Bridleway.** See Minute 1.5 above.

5.4 **Minute 4.5: Chapel Lane Bus Shelter Path.** See Minute 1.6 above.

5.5 **Minute 4.6: Road Safety.** The Clerk reported that he had emailed Mrs Heath, but had not received a reply. See also Minute 1.2 above.

5.6 **Minute 4.8: First World War Commemoration.** In Cllr Clarke's absence no update was available. **ACTION: BC**

5.7 **Minute 4.9: Missing Kissing Gate.** See Minute 1.7 above.

5.8 **Minute 4.10 Missing Granite Setts.** See Minute 1.8 above.

5.9 **Minute 4.16: Loose Drain Cover on the C1125.** See Minute 1.9 above.

5.10 **Minute 4.17: Parish Walk.** See Minute 1.10 above.

5.11 **Minute 5.1: Tidying the Car Park Opposite the School.** The Clerk reported that he and the Lengthsman had visited the site and had agreed that the Lengthsman would do the work.

5.12 **Minute 5.2: Housing Needs Survey.** The Clerk confirmed that he had informed the Housing Needs Survey team at Herefordshire Council about the failure to deliver copies of the questionnaire to all households in Bodenham.

5.13 **Minute 5.5: Noticeboards.** The Clerk reported that he had placed an item in the September *Newsletter* outlining arrangements for the use of the noticeboards.

5.14 **Minute 8.1: Litter Pick.** Cllr Powell reported that the litter pick had been arranged for Saturday, 11th October and that this had been publicised on the noticeboards and in the *Newsletter*.

5.15 **Minute 9.1: Lorries Going to Berrington Water.** The Clerk confirmed that he had spoken to the owner of Berrington Water, who had agreed to arrange for lorries to Berrington Water to take an alternative route.

5.16 **Minute 10.2: The Telephone Box.** The Clerk reported that Cllr Clarke had told him that Mr Jonathan Sant had offered to do the work himself and had requested up to £200 for materials. In the absence of Cllr Clarke the matter was deferred until the next Meeting.

5.17 **Minute 11.1: The 426 Bus Service.** The Clerk reported that the new reduced timetable was now in operation. Mrs Gwen Bowden said that the new buses are small, cramped and uncomfortable. Cllr Mitcheson noted this, but said that both the timetable and the buses were out of the Parish Council's control. The Clerk confirmed that he had contacted the Parish Clerk at Stoke Prior, Humber and Risbury, who had said that his Parish Council were very concerned at the changes. Cllr Millar said that one major concern was that the information provided before the changes were made had stated that a service to Stoke Prior would be retained, but the new service no longer goes to Stoke Prior. He said that he would speak to Cllr Rone, the Herefordshire Council Cabinet Member responsible, about this. The Clerk reported that he had included some details of the Community Wheels service in the current *Newsletter*, but would put more details, including contact details, in the October *Newsletter*. **ACTION:CS**

5.18 **Community Asset Transfer.** Cllr Mitcheson reported that the Neighbourhood Plan Steering Group had had insufficient time as yet to consider the matter. **ACTION: NPSG**

5.19 **Speed Traps on the C1125.** The Clerk reported that he had not contacted CSO Steph Annette, but would do so. **ACTION: CS**

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

6.1 Mrs Gwen Bowden said that the speed camera vans had been seen on the A417, but were very visible with the result that speeding drivers had ample opportunity to slow down. She wondered whether the cameras could be more discretely sited so that more drivers would be caught. Cllr Millar said that the cameras were deliberately sited in visible locations because their purpose was not to catch motorists, but to educate them by drawing attention to the speed limit. Cllr Mitcheson added that the Parish Council had no control over when and how the cameras are used.

7. **Councillors' Reports on the Parish Plan.**

7.1 **Road Safety.** In Cllr Clarke's absence no report was given.

7.2 **Communications.** No report was given.

7.3 **Health.** Cllr Powell reported that a coffee morning and a quiz had raised considerable funds for the defibrillators. She added that acquisition of the defibrillators had been delayed until the issues of the accessibility of the boxes and whether they were to be locked had been resolved.

8. **Travellers Sites Document.**

8.1 Cllr Mitcheson drew members' attention to Herefordshire Council's current consultation on the County's overall policy for travellers; the question of the actual number and location of travellers' pitches would be the subject of a future consultation. Cllr Powell asked whether the Neighbourhood Plan Steering Group would be commenting on the matter. Mr David Tilford said that travellers' sites are covered by the same policies as rural affordable housing and farm dwellings. Cllr Millar commented that the documentation about the Consultation said that pitches should be within towns and that therefore Bodenham was unlikely to be affected, but Cllr Jackson noted that elsewhere the documentation stated that they should be located in rural locations. Cllr Millar said that the document was too confusing and insufficiently clear to allow a meaningful response. He added that the number of travellers is decreasing and that travellers are increasingly moving to permanent sites.

9. **Stream at Peas Green.**

9.1 The Clerk reported that he had circulated an email, which included photographs, about the state of the stream at Peas Green. He had copied this to the Lengthsman, who had inspected the stream, cleared weed and algae from it, and was of the opinion that silt also

needed to be cleared from the stream. Cllr Powell suggested that the parish walk should include an inspection of the stream. This was agreed.

10. Finance.

10.1 **Monthly Statement of Accounts.** The Clerk noted that the monthly statement of accounts had been extended to include income and expenditure details of the fund for the purchase of one or more defibrillators. The Statement was approved (Proposer; Cllr Austin: Seconder; Cllr Davis) and is attached as Annex A.

10.2 The Clerk reported that he had circulated a request from the Parochial Church Council for a grant of £1,000 towards the upkeep of the churchyard. This had included copies of invoices paid this summer for grass cutting and strimming in the churchyard, which already amounted to more than the sum requested. Cllr Jackson proposed and Cllr Powell seconded the proposal that the request for the grant should be met in full. This was agreed unanimously.

10.3 **Outstanding Invoices.** It was agreed that the following outstanding invoices should be paid (Proposer; Cllr Austin: Seconder; Cllr Avery):

- DC Gardening Services (Lengthsman's invoice)	£825.00
- Grant Thornton (Audit)	£150.00
- B A Mitcheson (BFPG padlocks and keys)	£26.82

11. Planning.

11.1 **142256/FH: Pigeon House Farm, Watery Lane. Proposed single storey garden room.** The Clerk reported that the deadline of 27th August for responding to this application had meant that it had been considered out of committee and that the Parish Council's response had been that it had no objection to the application.

12. Updates.

12.1 **Bodenham Flood Protection Group.** Cllr Mitcheson gave a report, which is attached as Annex B.

12.2 **Parish Hall.** Cllr Powell gave a report, which is attached as Annex C.

12.3 **Lengthsman.** The Clerk reported that, in addition to his normal duties, the Lengthsman had investigated the state of the stream at Peas Green. See Minute 9.1 above.

12.4 Neighbourhood Plan.

12.4.1 Cllr Mitcheson reported that the Neighbourhood Plan Questionnaire had been finalised and would be printed over the next few days. It would then be 'launched' at the next Neighbourhood Plan Steering Group Meeting in the Parish Hall on Tuesday, 16 September, starting at 7.30p.m.

12.4.2 The aim would be to provide residents with an update on the Neighbourhood Plan project overall, to give them a preview of the Questionnaire, to stress the importance of gaining the maximum return from the Survey, to explain the arrangements for the distribution and collection of questionnaires, and to ask for volunteers to help in these processes.

12.4.3 The intention was that the questionnaires should be distributed by hand to every household in the Parish, starting as soon as possible after the 16 September Meeting and that the completed questionnaires should be collected, again by hand, from each household starting on the weekend 4-5 October. Cllr Bob Clarke had kindly volunteered to mastermind these two processes and Cllr Pam James-Moore had offered to help in this.

12.4.4 To ensure that the analysis of the completed questionnaires is conducted professionally and entirely independently Data Orchard CIC was being employed to carry this out. Although the subsequent preparation of a narrative report could almost certainly be done 'in house', there would still be the option of asking Data Orchard CIC to produce this as well.

12.4.5 Finally, on the question of finance, subject to agreement by Locality that we can vire amounts between the different headings within our Grant, the costs of the Survey and its analysis should be entirely covered by the Grant.

13. **Correspondence Not Previously Circulated.**

13.1 The Clerk confirmed that there was no correspondence which had not been circulated previously.

14. **Other Business (including District Councillor's Comments).**

14.1 Cllr Millar reported that the planning application for the slurry lagoon being constructed by Eastfields Farm was to be considered by Herefordshire Council's Planning Committee at the request of Cllr Guthrie (Cllr for Sutton Walls).

14.2 He added that the planning application for the land opposite England's Gate Inn would be considered by the Herefordshire Council Planning Committee on 17th September. A representative of the Parish Council would be permitted to speak for no more than three minutes, if an application to do so was made prior to the meeting. Cllr Mitcheson said that, since the Parish Council had not taken a position on the application, it would not request permission for a representative to speak.

15. **Date of Next Meeting.**

15.1 The next Meetings will be held on 6th October, 3rd November and 1st December.

15.2 There being no other business, the Meeting closed at 9.05pm.

Bodenham Parish Council 14/15

	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Income												
PC Opening Balance	12514.2	19411.54	18414.53	19994.39	19292.18	19695.77	18817.45	26882.74	26254.54	23767.82	17048.74	16489.18
Newsletter	209.5	325.00	165.00	125.00	170.00	77.50	180.00	180.6	238	0	230	470
VAT Refund			103.53									
Car Park Loan			374.92						374.91			
Lengthsman					778.25		778.25			778.25		
Neighbourhood Plan												
Precept	7875.75						7875.75					
TOTAL	20599.45	19736.54	19057.98	20119.39	20240.43	19773.27	27651.45	27063.34	26867.45	24546.07	17278.74	16959.18
Expenditure												
Miscellaneous		28.00	488.16	180.00								
Car Park Loan			749.83						749.83			
Church Grant									1000			
Clerk Salary	431.29	121.29	121.29	121.29	121.29	121.29	121.29	121.29	121.29	121.29	121.29	121.29
Clerk Expenses		16.92	6.36	19.00	25.50	33.36	13.00	127.19	52.00	26.47	27.95	36.00
HMRC	30.32	30.32	30.32	30.32	30.32	30.32	30.32	30.32	30.32	30.32	30.32	30.32
Insurance		503.98										
Website									200			
Newsletter		336.50	185.00	186.60	159.85	250.00	169.10	250	381.19	191.25	250	26.00
Playground repairs							200.00		400			200
Room Hire		15.00			67.50	65.25		15		63		55
Lengthsman	463.4	270.00	565.00	290.00	140.20	245.00	235.00	265	115	365	360	
Playground Inspection						40.60						
Audit						170.00						
Parish Hall Grant										1200		
Parish Plan	114											
Telemetry System												
Speeding initiatives	148.9									5000		
C C Recharge										500		
British Legion Grant									50			
TOTAL PC Expenditure	1187.91	1322.01	2145.96	827.21	544.66	955.82	768.71	808.8	3099.63	7497.33	789.56	468.61
PC closing Balance	19411.54	18414.53	16912.02	19292.18	19695.77	18817.45	26882.74	26254.54	23767.82	17048.74	16489.18	16490.57

BFPG Open Balance	2815.07	2815.07	2827.07	2734.37	2743.81	2650.29	2650.29	2650.29	2650.29	2650.29	2650.29	2650.29
BFPG Inc		30.00		30.00								
BFPG Ex		18.00	92.70	20.56	93.52							
BFPG Closing Balance	2815.07	2827.07	2734.37	2743.81	2650.29	2650.29	2650.29	2650.29	2650.29	2650.29	2650.29	2650.29
N Plan Open Balance	3982	3982	3630.34	3618.42	3565.92	2920.52						
N Plan Income												
N Plan Expenditure		351.66	11.92	52.50	646.40							
N Plan Closing Balance	3982	3630.34	3618.42	3565.92	2920.52							
LADY Close Orchard	158.00	158.00	158.00	158.00	158.00	158.00	158.00	158.00	158.00	158.00	158.00	158.00
Defibrillator Fund Opening Balance					0.00	167.30						
D Fund income					167.30							
D Fund expenditure					0.00							
Defibrillator Fund Closing Balance					167.30							
BLHG	190.00	190.00	190.00	190.00	190.00	190.00	190.00	190.00	190.00	190.00	190.00	190.00
Tot Closing Balance	22574.61	21589.60	19994.39	22383.99	22694.06	21815.74	29881.03	29252.83	26766.11	20047.03	19487.47	19488.86

BODENHAM FLOOD PROTECTION GROUP REPORT
(1 SEPTEMBER 2014)

1. **Summary of the Past Month.** Although there have been some spells of rain, including that from ex-hurricane Bertha, the water has got away quickly and barely affected the level in the Millcroft Brook.
2. **Monthly Meeting.** Our sixth Annual General Meeting – or seventh, if you include our Inaugural General Meeting in 2008 - was held on Tuesday, 26 August and was attended by 35 members.
3. **Annual Election of Committee Members and Area Representatives.**
 - a. Without exception, all the existing committee members and area representatives kindly volunteered to continue in post for the coming year. In addition, Mr Tony Clark has generously volunteered to ease some of the Secretary's and Operation Manager's workloads by assuming responsibility for the Group's stocks of sandbags and for monitoring the state of local watercourses, a task colloquially known as 'walking the brook'.
 - b. The Group's Constitution is open to amendment at the AGM, but no changes to it were proposed.
4. **External Contacts.**
 - a. **Herefordshire Council.** We continue to await a response about the Ketch Lane and Pugh's Field culverts and about our offer to help Herefordshire Council and Balfour Beatty with monitoring and signing road closures when the Ketch Lane junction is flooded.
 - b. **Environment Agency Survey of the Relief Channel.** After several postponements, the Environment Agency finally surveyed the relief channel on 7 August. It remains to be seen whether the data they collected will make any difference to the Agency's mapping of the local flood risk and, if so, how long this will take to appear.
 - c. **BBC Radio Hereford and Worcester.** Although not directly relating to the BFPG, the Secretary was interviewed by Nicola Goodwin for the BBC Radio Hereford and Worcester early morning programme on Thursday, 14 August on the subject of the proposed developments in Bodenham Moor. She emphasised that Bodenham is not a NIMBY village, but that there is grave concern that new developments will not address the local flooding and sewage issues adequately.
 - d. **Presentation to Northamptonshire Pathfinder Project.** As previously reported, a number of Government-funded Pathfinder Projects have been set up across the country and we understand that they are modelled on what the BFPG has done in Bodenham. The Chairman and the Secretary have now been invited by Mrs Mary Dhonau to give a presentation on the BFPG on 15 November at a Pathfinder event in Northamptonshire which she is organising.
5. **Working Parties.**
 - a. **Friday, 8 August 2014.** Some 20 members attended and so it was possible to split the group and undertake two tasks. Under the direction of Mr Mike Stephens, the 150 sandbags which had been delivered a few days earlier by Balfour Beatty were used to fill the cages at the Parish Hall and the School car park. At the same time Mr Tony Clark took another group to the Moor Brook flap valve where they removed all the debris to allow the flap valve to close and also cleared as much silt as they could from the culvert.

b. **Friday, 29 August 2014.** Despite rather poor weather 9 members met at Orchard Close and cleared vegetation from the stretch of the drainage system immediately West of the Close.

c. **Future Working Party Sessions.** The Group plan to meet on Friday, 12 September, again at Orchard Close, and to deploy a pump to jet the Moor Brook flap valve in order to clear the culvert of silt. If sufficient numbers attend, it is also planned to start clearing the ditch North from the flap valve of debris. It is likely that this latter task will be continued on Friday, 26 September.

6. **Annual Bonfire Party.** The next event on the Group's social calendar will be the Annual Bonfire Party at Millcroft Farm on Saturday, 27 September, starting at 6.00pm. Details will be on the Website and as always Councillors are very welcome to attend.

K.A.M.

PARISH HALL REPORT

EVENTS: Flicks in the Sticks had been booked through to December on the last Friday of the month. The September film would be The Monuments Men: October - The Book Thief: November - The Grand Budapest Hotel: December – something suitable for children. D Jackson and his team will be welcoming 'Arts Alive' again on Sunday 12th October.

HALL IMPROVEMENTS:

- R Parker will obtain quotes for a new front door and windows.
- The squeaky chairs had been fixed.
- The hall was in use throughout the summer for fitness classes, but will not be bookable from 29th December to 2nd January to allow for sanding and re varnishing the floor.
- new bookings include a Monday afternoon fitness class and a full day booking on a Thursday
- It is proposed that the next project is to be the ladies loos or carpeting the store room. This will be discussed further at the next meeting.
- The WIFI zones have been extended.

OTHER BUSINESS:

- 9 members have left the '100 Club', but 15 have joined. There will be a bumper Christmas prize.
- The gas cooker is to be serviced.
- Hand towels will no longer be provided in the loos as well as the hand driers.