

BODENHAM PARISH COUNCIL

**MINUTES OF THE PARISH COUNCIL MEETING
HELD AT THE SIWARD JAMES CENTRE
at 7.30 pm on Monday, 4th April 2016**

Present: Cllr Alec Avery, Cllr Jim Crane, Cllr Stan Davis, Cllr Pam James-Moore (Chair), Cllr Richard Layton, Cllr Tony Mitcheson, Cllr David Tilford.

District Councillor Bruce Baker was also in attendance.

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

1. **Footpath Officer's Report:** Mr Mike Darley gave a report, which is attached as Annex A. Cllr Tilford agreed to provide Mr Darley with details of the owner of the field where the stile on footpath BM12 is located. Cllr Avery asked about the steps over the stile on footpath BM18 on Ketch Lane, which are too high. Mr Darley said that he would alter the steps.
ACTION: DT
ACTION: MD
2. **Apologies for Absence.** Apologies for absence were received from Cllrs Roger Austin and Dennis Jackson.
3. **Declarations of Interest.** Cllr Mitcheson declared an interest in Item 17 on the Agenda.
4. **Minutes of the Previous Meeting.** The Clerk reported that the reference to Ketch Lane in Minute 6.1 should read 'Smeadal's Lane'. The previous Minutes were then accepted as a correct record (Proposer; Cllr Mitcheson: Seconder; Cllr Tilford).
5. **Matters Arising from the Minutes.**
 - 5.1 **Minute 1.** Cllr Tilford reported that he had contacted Mr John Clark of Herefordshire Wildlife Trust about designating Queenswood and Bodenham Lake as a Local Nature Reserve, and had copied his email to Mrs Juliet Wheatley, Team Leader Conservation at Herefordshire Council.
 - 5.2 **Minutes 5.1 and 9.** The Clerk reported that he had yet to receive a quotation from Mr Taylor despite making several attempts to contact him. The Clerk was instructed to contact Mr Derek Pritchard to obtain a quotation from him. **ACTION: CS**
 - 5.3 **Minute 5.3.** Cllr Tilford asked about the hedge at the rear of 23, Brockington Road which overhangs on to the C1125 and which had not been cut back. The Clerk said that the Locality Steward was dealing with the matter.
 - 5.4 **Minute 6.3.** The Clerk reported that he had forgotten to place an item in the *Newsletter* about riding a horse on the pavement, but would do so in the next *Newsletter*. **ACTION: CS**
 - 5.5 **Minute 6.5.** The Clerk confirmed that he had reported the missing fingerpost on footpath MR5 to the Footpath Officer, who had agreed to pass the information to the Marden Footpath Officer.
6. **Opportunity for Members of the Public to Address the Parish Council.**
 - 6.1 Mrs. Liz Davies asked about a warning triangle which was partially obstructing the road opposite Brockington House. Cllr James-Moore said that she would look at the triangle when she met the Locality Steward to discuss footpath BM26.
 - 6.2 Mr Tony Clark reported that the grass growing in the playground had not been removed and that two slats in the playground fence were broken. He said that he would replace the slates himself. The Clerk said that he would request the Lengthsman to remove the grass. **ACTION:CS**

6.3 Mrs Kathy Tremain asked Cllr Baker to thank Herefordshire Council for supporting the 427 bus service, which had now ceased.

6.4 Mrs Gwen Bowden asked whether a new playground was to be built as part of the housing development opposite England's Gate Inn. Cllr Mitcheson said that the Parish Council had had to choose between two options - a new playground within the housing development or upgrading the existing playground - and had chosen the latter option. Cllr Mitcheson said that new footpaths would make crossing the C1125 easier for children and adults.

6.5 Mr Tony Clark said that the road cone, which had been placed over the broken drain cover in the verge at the foot of Godalmighty Hill after the Parish Walk, had been removed, thus making the drain opening dangerous for walkers. Cllr Avery added that the metal drain cover in Church Road near the War Memorial - also identified as a defect on the Parish Walk - had not been put back in place. The Clerk was instructed to report both defects to the Locality Steward. **ACTION: CS**

7. **Vacancy on the Parish Council.** The Clerk said that only one candidate had come forward - Mr Tony Clark. Cllr Tilford noted that Standing Order 3.1 outlines the procedure to be followed. He asked whether it was necessary to follow the procedure with a single candidate. Cllr Mitcheson said that the procedure should be followed, but that the Chairman has discretion in the matter. Cllr James-Moore decided that the normal procedure should be followed. Accordingly, Mr Clark made a statement and left the room while his candidacy was discussed. Cllr Tilford proposed and Cllr Davis seconded that Mr Clark be co-opted to the Parish Council. The proposal was agreed unanimously.
8. **First World War Anniversary Commemoration.** The Clerk had circulated a letter from Herefordshire Council about an open day to discuss ways of commemorating the First World War in 2017. No councillors were available to attend the meeting.
9. **Solar Farm Parish Benefits.** The Clerk had drafted and circulated a letter to NE4tw - the company which had constructed the solar farm - outlining Bodenham Parish Council's reasons for wanting the parish benefits from the scheme to be divided equally between Bodenham and Marden. Cllr Baker and Cllr Tilford had sent comments on the draft letter. Cllr Tilford said that the company would prefer an equal division of the parish benefits, unless the parishes agreed otherwise. Cllr Mitcheson added that the parish boundaries were arbitrary and an historical accident. After discussion, Cllr Tilford proposed and Cllr Layton seconded that Bodenham Parish Council's position should not be altered. The Clerk was instructed to circulate the draft letter again for comments to be made, before sending it to NE4tw. **ACTION: CS**
10. **Parking Next to the Surgery.** The Clerk said that he had placed an item in the *Newsletter* about the parking issue. Mr Clark remarked that the latest version of the Highway Code gives rules about parking near junctions and driveways, and about parking facing in the right direction.
11. **Road Safety: Gates on the A417.** Cllr Crane asked whether permission was needed to install gates on the A417. Cllr Mitcheson said that Herefordshire Council had sent full details of the procedure to be followed for the installation of gates. After discussion it was proposed by Cllr Tilford and seconded by Cllr Mitcheson that the matter be deferred until the Neighbourhood Plan had been adopted, but that in the meantime the Safer Roads Partnership should be asked to increase their presence on the A417. This was agreed. **ACTION: CS**
12. **Dog Signs.** The Clerk had circulated a set of pictures showing some of the many options for dog signs. Cllr Tilford suggested buying six 6" x 8" rigid plastic signs at £2.84 each. This was agreed. The Clerk was instructed to purchase the signs. **ACTION: CS**

13. **Parish Council Representative on the Bodenham Lake Management Group.** Cllr James-Moore asked for a volunteer to represent the Parish Council on the Bodenham Lake Management Group. Mr Clark volunteered to be the representative.
14. **Grant Request from the Parochial Church Council.** The Clerk had circulated a request from the Parochial Church Council for a grant from the Parish Council towards the cost of maintaining the churchyard. Cllr Tilford commented that other sources of funding were available. Cllr Mitcheson said that the Church's costs were estimated to be £1500, but the grant in 2015 had been £1000. Cllr Mitcheson proposed and Cllr Tilford seconded that the same level of grant be awarded in 2016. This was agreed.
15. **Appointment of Internal Auditor.** The Clerk requested that Mr Paul Hemmings be asked to act as Internal Auditor, as he had done for several years. This was agreed.
ACTION: CS
16. **Community Infrastructure Levy.** The Clerk had circulated information about the Community Infrastructure Levy, which is to be introduced in January 2017. Cllr Baker said that Mr Phillip Brown, who is the Parish Clerk at Stoke Prior, had calculated that Stoke Prior could benefit substantially from a housing development there under the Levy.
17. **Finance.**
- 17.1 **Annual Accounts.** The Clerk reported that he and Cllr Mitcheson had corrected errors in the annual accounts spreadsheet, which had then been circulated. Cllr Tilford proposed and Cllr Mitcheson seconded that the annual accounts be accepted. This was agreed unanimously.
- 17.2 **Monthly Accounts.** The Clerk presented the monthly accounts which are attached as Annex B. Cllr Tilford proposed and Cllr Mitcheson seconded that the annual accounts be accepted. This was agreed unanimously.
- 17.3 **Annual Governance Statement.** The Clerk had circulated the Annual Governance Statement, which is part of the annual audit, and requested that it be accepted and minuted, as is a requirement of the auditing process. The Statement was accepted (Proposer: Cllr Tilford; Seconder: Cllr Avery).
- 17.4 **Outstanding Invoices.** It was agreed that the following invoices be paid (Proposer: Cllr Tilford; Seconder: Cllr Avery):
- | | |
|--|---------|
| - Leominster Community Resource Centre (February <i>Newsletter</i>) | £211.00 |
| - Leominster Community Resource Centre (April <i>Newsletter</i>) | £201.75 |
| - Herefordshire Council (purchase of Core Strategy) | £22.50 |
| - DC Gardening Services (Lengthsman's March invoice) | £984.00 |
| - Clerk's expenses (printer cartridges) | £16.00 |
| - Mrs Babs Mitcheson (telemetry credits) | £43.20 |
18. **Planning.** The Clerk reported that no planning applications had been received since the last Meeting.
19. **Updates.**
- 19.1 **Bodenham Flood Protection Group.** Cllr Mitcheson gave a report, which is attached as Annex C.
- 19.2 **Parish Hall.**
- 19.2.1 Cllr Layton reported that:
- the new doors for the Parish Hall will cost £5700;
 - Welsh Water are paying £50 a month for using the land at the Parish Hall to store their equipment and materials;
 - the cooker has had its annual safety checks;
 - the Parish Hall Management Committee are concerned that the Parish Hall is short of money.
- 19.2.2 Cllr Layton said that he had been asked to provide an update to the Parish Hall Management Committee on the installation of a defibrillator. The Clerk was

instructed to inform the Chairman of the Management Committee as to the situation.

ACTION: CS

19.3 **Lengthsman.** The Clerk reported that he had submitted an Annual Plan by the end of March as required by Balfour Beatty.

19.4 **Neighbourhood Plan.** Cllr Mitcheson said that he and Cllr Tilford had almost completed a redrafted version of the Neighbourhood Plan and that a meeting of the Steering Group was to take place shortly to finalise it. He added that the Steering Group intended to again use the services of Mrs Claire Rawlings as a consultant.

20. **Correspondence Not Previously Circulated.** The Clerk reported that a letter had been received from Western Power Distribution requesting agreement to the replacement of the overhead cables behind the Parish Hall with an underground cable to serve the housing development opposite England's Gate Inn. The Clerk was instructed to complete and sign the agreement form provided by Western Power Distribution. **ACTION: CS**

21. **Other Business (including the District Councillor's Report).**

21.1 Cllr Baker reported that:

21.1.1 The Coverdale sign outside Mrs Heap's property in Calderdale is now in place.

21.1.2 Meetings have taken place to estimate the number of users of a proposed community bus service between Bodenham, Stoke Prior and Leominster.

21.1.3 Council tax in Herefordshire is to rise by 3.9% in 2016-17.

21.2 Mrs Gwen Bowden asked Cllr Baker about the house on the corner of Woodhouse Lane and the A417, which is for sale again, and whether the hedge could be cut back. Cllr Baker said that Herefordshire Council is unsure about where the exact line of the boundary, but there is a gate in the hedge on the A417 side of the property which provides an indication of this.

21.3 Cllr James-Moore reported that lorries bound for S&A Davis in Marden had damaged the verge outside Mrs Marianne Percival's property and that Mrs Percival had reported this to S&A Davis, who were attempting to trace the vehicle involved.

21.4 Cllr Avery reported that the culvert in the drainage system serving Orchard Close is silted up. Cllr Avery said that the responsibility for keeping the culvert clear probably lies with Mr Pugh of Eastfields Farm.

22. **Date of Next Meeting.**

22.1 The next Meeting will be 9th May (includes Annual Meetings).

21.2 There being no other business, the Meeting closed at 9.40pm.

Bodenham PFO Report**Mike Darley****07/03/16**

Results of today's meeting with Donna. Can this be passed to the PC for approval at tonight's meeting please.

BM 1 - gate drops when opened

BM 1 - by-pass gate for cattle grid dropped making latch un-usable

BM 12 - restrictive gap

BM 13 - X- steps missing. Stile has extra top rail making it awkward to cross.

BM 22 - finger post missing

BM 26 - hedge needs cutting back (landowner responsible - Maund Bryan end)

With regard to the collapse of BM 26, it was suggested that the PC may want to look at ways of protecting the bridleway from further collapse, as BBLP won't be able to help.

March 2016 Accounts**18th FEBRUARY 2016: OPENING BALANCE = £20606.14**

Date	Income	Expenditure	Comment
22nd February 2016		£37.84	Clerk's PAYE
29th February 2016		£151.67	Clerk's salary
8th March 2016		£188.00	Footpath Officer
9th March 2016 advertising		£350.00	Newsletter
11th March 2016		£7.00	Clerk's expenses
11th March 2016 catering		£55.62	Litter pick
14th March 2016		£194.25	March Newsletter
15th March 2016		£52.40	Herefordshire Council election expenses
16th March 2016		£9.50	Bodenham parish hall room hire
16th March 2016		£30.00	Bodenham parish hall room hire
TOTALS	£350.00	£726.28	

CLOSING BALANCE = (£20606.14 + £350.00 - £726.28) = £20229.86



BODENHAM FLOOD PROTECTION GROUP REPORT **(4 APRIL 2016)**

1. **Summary of the Past Month.**

a. There was one period of rainfall on 9 March when the telemetry system issued a 0.5m alarm at 3.45am followed by a 0.9m alarm at 4.35am. The system showed that the water was rising further and it eventually peaked at 1.4m at 6.40am. Because the water level was so high and the relief channel was starting to operate, the Chairman visited Brockington Road bridge where he noted that the actual water level there had only reached about 1.1m.

b. This confirmed the suspicion that the sensor in the telemetry system was giving readings which were too high. Mr Rod Hawnt, who had donated and installed the system in 2012, had also seen the readings and was concerned enough to ring the Chairman shortly afterwards. As a result of that conversation Mr Hawnt immediately arranged for the sensor to be recalibrated and it is now giving accurate readings.

c. Since then there has been one period of rainfall sufficient to cause water levels to rise. This was from Storm Katie on Monday (28 March) when the 0.5m alarm was sent at 4.10am and the 0.9m alarm at 5.15am. In fact, the water level only just exceeded 0.9m and fell below it again within half an hour. The relief channel operated, but only very briefly and everything was back to normal by mid-morning.

2. **Monthly Meeting.** The Group's monthly Meeting was held on Tuesday, 29 March and was attended by 31 members.

3. **Working Parties.**

a. The working party 'season' is now approaching and Mr Tony Clark has carried out the annual walking of the Millcroft Brook and produced a report on what needs attention – mainly the removal of debris and clearance of silt which is blocking drains and flap valves.

b. The first working party is normally held in April, but, since the winter has been a relatively mild one and there is not too much silt and other debris in the watercourses, it will take place on Friday, 6 May. As always, Councillors are most welcome to take part!
K.A.M.