

**BODENHAM PARISH COUNCIL**

**MINUTES OF THE PARISH COUNCIL MEETING  
HELD AT THE SIWARD JAMES CENTRE  
at 7.30 pm on Monday, 1st August 2016**

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

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

1. **Apologies for Absence.** Apologies for absence were received from Cllrs Roger Austin and Bruce Baker.
2. **Declarations of Interest.** No declarations of interest were made.
3. **Minutes of the Previous Meeting.**
  - 3.1 Cllr Clark said that the following corrections should be made to the Minutes:
    - **Minute 10:** the letter “s” should be removed from the word “Marsden”
    - **Annex A:** “Lengthsman’s April invoice” should be “Lengthsman’s May invoice”.
  - 3.2 The Minutes were then accepted as a correct record (Proposer; Cllr Tilford: Seconder; Cllr Mitcheson).
4. **Matters Arising from the Minutes.**
  - 4.1 **Minute 4.3: Defibrillator.** The Clerk reported that he had met two electricians separately at the Parish Hall to discuss the electrical work required for the installation of a defibrillator. One had said he would provide a quotation by 1st August, but had not done so, while the other had said that he would provide a quotation before the September Parish Council Meeting. The Clerk was instructed to obtain both quotations before the next Meeting.

**ACTION: CS**
  - 4.2 **Minutes 5.1, 5.4, 7 and 13.3.** The Clerk reported that he had contacted the Locality Steward about various minuted matters, but she had not yet replied to him. The Clerk was instructed to contact the Locality Steward again.

**ACTION: CS**
  - 4.3 **Minute 5.4: Hedge on the C1125.** The Clerk said that he had reported the matter to the Locality Steward again (see the previous Minute). Cllr Tilford suggested that the Lengthsman be asked to quote for cutting the hedge. After discussion, it was agreed that the Clerk should ask Mr Colin Stallard to cut the hedge. (Proposer; Cllr Tilford: Seconder; Cllr Layton).

**ACTION: CS**
  - 4.4 **Minute 8: Meeting with the Lengthsman.** Cllr Tilford reported that a meeting had taken place between himself, the Clerk, Mr Dave Campbell (the Lengthsman) and Mrs Pam Campbell (who prepares the Lengthsman’s invoices, etc.). Cllr Tilford said that he was now much clearer about the operation of the Lengthsman Scheme, but felt that there was a need to review the Scheme’s contract and schedule before a contract and schedule for 2017-18 was agreed. The Clerk was instructed to initiate such a review at the appropriate time.

**ACTION: CS**
  - 4.5 **Minute 13.1: Chapel Lane Bus Shelter Roof.** Cllr Layton reported that he had repaired the roof of the Chapel Lane bus shelter. Councillors expressed their thanks to him for doing this.
  - 4.6 **Minute 13.2: Herefordshire Sailing Club.** The Clerk reported that a meeting was to be held on 9th August to discuss the possible future use of Bodenham Lake by Herefordshire Sailing Club. Cllr Jackson volunteered to attend the Meeting on behalf of the

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Parish Council. The Clerk was instructed to find out the time and venue of the Meeting.

**ACTION: CS**

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

5.1 Mrs Gwen Bowden reported that she had cut overhanging pieces of the hedge between Saffrons Garage and England's Gate Inn.

5.2 Cllr Avery said that the hedge at 1 Millcroft Road needed to be cut back. Mrs Gwen Bowden said that she believed that there was a wasp nest in the hedge at the moment.

5.3 Mrs Tracey Ricketts said that six volunteers have been found for the proposed Community Speed Watch scheme. The Clerk was instructed to find out what the procedure was to formally set the scheme up and to circulate the details.

**ACTION: CS**

6. **Newsletter.** The Clerk reported that he had been contacted by Mr Les Hardy (the Co-ordinator of the Leominster Community Resource Centre (LCRC)) and by the Chairman of Eardisland Parish Council about the need to recruit more volunteers to work at the LCRC. The Clerk suggested that the Parish Council should consider alternative means of printing the *Newsletter* in the eventuality that the LCRC closed in 2017. Cllr Tilford said that Balfour Beatty or Rivers Media might be able to undertake this work. The Clerk was instructed to make enquiries with both organisations.

**ACTION: CS**

7. **Playground Inspection Report.** The Clerk had circulated the 2016 Playground Inspection Report. Cllr Tilford remarked that the inspection had found nothing of immediate concern, but that some repairs would be needed soon. He suggested that these could wait until Section 106 money from the housing development opposite England's Gate Inn had accrued. He asked, if anyone knew when the money might be received. Mrs Tracey Ricketts said that some houses would have to be built first and that Yvonne Coleman was the Herefordshire Council officer who deals with Section 106 agreements. Cllr Tilford said that he would contact Mrs Coleman.

**ACTION: DT**

8. **427 Bus Service.** The Clerk had circulated an email from the Parish Clerk at Humber, Ford and Stoke Prior Parish Council (HFSP) asking Bodenham Council to agree to provide a small financial guarantee for a new bus service, so that it can begin this summer. It was agreed that the Parish Council should offer to guarantee up to £250 to defray any costs in excess of the £1,000 already guaranteed by Leominster Town Council, subject to HFSP contributing equally towards the payment of any such excess. Furthermore, the guarantee should be conditional on a review of the financial and operational viability of the new service after 12 months. The Clerk was instructed to inform the HFSP Parish Clerk of these decisions.

**ACTION: CS**

9. **Neighbourhood Plan.**

9.1 Cllr Mitcheson reminded Councillors that it was the Parish Council, rather than the Neighbourhood Plan Steering Group, that was responsible for producing and submitting the draft Plan for consultation, examination and referendum. He noted that, in response to comments he had received, some minor editorial amendments had been made to the draft which had been circulated to Councillors. He was also awaiting two better quality flood risk maps to replace those in the draft, but there would be no material changes to the version Councillors had seen. He proposed, and Cllr Tilford seconded that the draft Plan should be approved and submitted to Herefordshire Council for confirmation that the Regulation 14 Consultation could proceed. This was agreed unanimously.

9.2 Cllr Mitcheson went on to say that he had submitted an application to Locality for a grant of £3551.86 to cover the anticipated costs of the Consultation, most of this sum being required to cover the costs of printing the 550 copies of the draft Plan which would be needed for circulation and to pay for the planning consultant's support in considering responses to the Consultation and any resultant modifications to the draft. He confirmed that five quotes had been received for the printing work and a decision had been made as to which would be

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accepted. However, the printing could not take place until the grant application had been approved and the funding was in place.

9.3 Next, he reported that a public meeting was being arranged for 7.30pm on Tuesday, 20 September at Bodenham Parish Hall to 'launch' the Consultation, which, subject to Herefordshire Council's approval, was being planned for the six weeks from 3 October to 14 November, with copies of the Plan being delivered house to house in the preceding week. Finally, he added that another public meeting would probably be held in January 2017 to report the outcome of the Consultation and the arrangements for taking the emerging Plan on to Examination and the Referendum.

10. **Footpath Officer's Requests and Report.** The Clerk reported that he had received requests from two local residents for repairs to footpaths BM4 and BM10 to be made and that he had asked the Footpath Officer to estimate the cost of the repairs. The Clerk had then circulated a quotation from the Footpath Officer for this work. Cllr Tilford said that he had looked at both footpaths and agreed that the repairs were necessary. He proposed and Cllr Crane seconded that the Footpath Officer's quotation be accepted. This was agreed unanimously. The Footpath Officer was informed of this decision.

11. **Bodenham Lake Report.** Cllr Clark reported that he had attended a meeting of the Bodenham Lake Management Committee on 28th July. A copy of the Minutes of the Meeting is attached as Annex A.

12. **Finance.**

12.1 **Monthly Accounts.** The Clerk presented the monthly accounts. Cllr Jackson proposed and Cllr Layton seconded that the monthly accounts be accepted. The accounts are attached as Annex B.

12.2 **Spreadsheet.** The Clerk reported that he had prepared a spreadsheet covering the accounts for the 2016-17 financial year to date, which he had circulated. He noted that the spreadsheet allowed individual categories of income and expenditure to be viewed cumulatively across the year, and that the Flood Group and Lady Close Orchard funds were separated from those of the Parish Council. Cllr Clark said that there were two minor errors in the spreadsheet regarding the Clerk's salary (the total shown for 12 months was, in fact, for 11 months) and in the BFPG figures (there was a 20p miscalculation and an incorrect figure had been carried forward). Cllr Tilford proposed and Cllr Jackson seconded that the spreadsheet be approved once the errors had been corrected.

12.3 **Outstanding Invoices.** It was agreed that the following invoices be paid (Proposer; Cllr Tilford: Seconder; Cllr Mitcheson).

- Clerk's expenses (stamps, envelopes, paper, cartridges)	£28.60
- Claire Rawlings (Neighbourhood Plan consultancy fee)	£310.00
- Mike Darley (Footpath Officer's invoice 234)	£75.00
- DC Gardening Services (Lengthsman's July invoice)	£450.00
- Herefordshire Council (Playground Report)	£60.72
- Bodenham Parish Hall (Neighbourhood Plan Meeting)	£10.00
- Seward James and Arkwright Trust (April - June PC Meetings)	£69.75
- Seward James and Arkwright Trust (BFPG room hire)	£15.75
- Leominster Community Resource Centre (July/August Newsletter)	£201.75

13. **Planning.** The following planning applications were considered:

- **152189: Proposed non-material amendment (Solar farm).** No comment on this Application was required.

- **161950/K; Land adjacent to St Michael's Church: Proposal to coppice willows.** The Parish Council made no objection to this Application.

- **162119: Halfway House: Proposed replacement of thatch and repairs to roof.** After considering a planning statement prepared by Cllr Tilford, the Parish Council made no objection to this Application.

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- **162134: Myrtle Crest, Bowley Lane; Proposed two storey side extension.** After considering a planning statement prepared by Cllr Tilford, the Parish Council made no objection to this Application.

- **162226/PA4: Buildings to the North of Greenfields on Eastfields Farm Land Marden: Proposed change of use of agricultural buildings to residential use (single dwelling) and associated works.** Cllr Tilford said that the site was in Marden and that Bodenham Parish Council had not been invited to comment on the Application. Nevertheless, he had prepared a planning statement on it. After discussion of the statement, Cllr Clark proposed and Cllr Jackson seconded that the planning statement be sent to Herefordshire Council.

14. **Updates.**

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

14.2 **Parish Hall.** Cllr Layton reported that he had been unable to attend the last Meeting of the Parish Hall Management Committee, but from its Minutes he understood that a second quotation for the installation of new doors had been obtained and accepted. Mrs Gwen Bowden reported that 'Flicks' starts again on 9th September with a screening of 'Brooklyn', and that admission prices are unchanged, although refreshment prices will be increased slightly. She added that at the Management Committee's recent AGM all the officers had been re-elected and that the Parish Hall had broken even financially over the last year.

14.3 **Lengthsman.** See Minute 4.3 above.

14.4 **Neighbourhood Plan.** See Minute 9 above.

15. **Correspondence Not Previously Circulated.** The Clerk reported that no correspondence had been received, which had not been previously circulated.

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

16.1 Cllr Clark reported that there was a missing fingerpost on BM24 at the point where it meets the A417 near Dewdales Hope Farm. Mr Mike Darley said that this was a matter for Balfour Beatty, which he would raise at a meeting he was due to have shortly with the Locality Steward.

16.2 Cllr Clark asked about the proposal made by Mrs Karilyn Collins about the purchase of a piece of land opposite the War Memorial. Cllr James-Moore said that nothing could be done until Hampton Court was in new ownership.

16.3 Cllr Clark reported that the 'Road Narrows' sign in Millcroft Road was still lying on the ground. The Clerk said that he would report this to the Locality Steward again.

**ACTION: CS**

16.4 The Clerk reported that he had had a meeting with Mr Sean Stanley about installing slabs at the bus stop opposite the Chapel Lane bus shelter, but had yet to receive a quotation from him.

17. **Date of Next Meeting.**

17.1 The next Meeting will be held on Monday, 5th September 2016.

17.2 There being no other business, the Meeting closed at 9.00pm.



## **Minutes from Site Management Group – Bodenham**

27<sup>th</sup> July 2016 2 – 3.30pm Queenswood Tannery

Present: Tim Kaye (TK) Site Manager and Chair, Helen Stace (HS) Living Landscapes Director, Trevor Hulme (TH) Reserve Officer for Bodenham, Robin Hemming (RH) Herefordshire Ornithological Club, Tony Clark (TC) Bodenham Parish Council, Sophie Cowling (SC) Living landscapes Officer, HWT.

Apologies: Elizabeth Davies-Ward, Stan Gyford, Katey Stephens

1. Welcome and Introductions made
2. TK gave an overview of what the group was for and how it is composed. He mentioned that more community representatives are needed, TC states that he could email the group that formed around 'Friends of Bodenham'. TK will email TC the details to pass round.
3. TK gave an overview of the vision for Bodenham Lake and some history. He outlines some of the plans (attached) HS mentions the cutting on the road leading down to Bodenham. TK will contact KS from Natural England regarding potential damage to the SSSI.
4. TC mentions that the power company are shutting down the power near the church and the back of the river. RH asks what link up there is to the Wellington sites which will be discussed later.
5. TK and HS give an update on the Sailing club situation. There is also mention of control of dogs in particular the immersion into the lake and general disturbance. HS states that this is an issue that HWT are currently looking at. RH is happy to see any improvement in access for dogs but have separate areas for the public to enjoy wildlife as well.
6. SC gives an overview of all the funding applications that are currently in progress. There is talk regarding ospreys and the re-profiling of the eastern end to create better habitat for wading birds. TH suggests this could easily be done on one of the spits/islands. RH mentions that Bodenham was useful as a social meet up spot and this could be developed in the future. RH asks about the grazing and this will continue. TH has a grazing licence which he has updated which will be actioned very soon.
7. TK talks briefly about plans for engagement. TC expresses a desire for a circular walk but is reminded that the lake is bisected and kept as a wildlife refuge. There are no plans at present to change this. RH suggests that HOC may provide funds for a hide as they had originally proposed it. SC will investigate.

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8. There have been issues in the past with blue green algae and it is agreed that signage should be put up warning the public about the dangers and not to swim in the lake unless through an organised group. HS mentions that there have been dangerous incidences at the Malverns with drownings. TC states that there has been an issue with eastern Europeans and carp in the past but nothing recently. There was also communication about dog fouling and signage which had been responded to.
9. AOB – none
10. Date of next meeting through doodle poll for October.

**B**

**July 2016 accounts**

**OPENING BALANCE on May 18th = £24901.67**

<b>Date</b>	<b>Income</b>	<b>Expenditure</b>	<b>Comment</b>
20th June 2016		£37.84	Clerk's PAYE
20th June 2016		£12.00	Parish Hall room hire
20th June 2016		£194.25	June Newsletter
20th June 2016		£749.83	Public Works Loan Board (parish hall car park)
30th June 2016		£151.67	Clerk's salary
6th July 2016	£185.00		Newsletter advertising
7th July 2016	£150.00		Footpath officer's invoice
12th July 2016	£21.00		Clerk's expenses
13th July 2016	£1164.00		Lengthsman's June invoice
<b>TOTALS</b>	<b>£185.00</b>	<b>£2480.59</b>	

**CLOSING BALANCE = (£24901.67 + £185.00 - £2480.59) =  
£22606.08**



**BODENHAM FLOOD PROTECTION GROUP REPORT**  
**(1 AUGUST 2016)**

1. **Summary of the Past Month.** Summer seems to have finally arrived and the hot weather has meant that water levels in the local watercourses have been low. There is, however, always the possibility of flash flooding following a major thunderstorm.
2. **Monthly Meeting.** The Group's monthly Meeting was held on Tuesday, 26 July and was attended by 34 members.
3. **Visit by Mr Bill Wiggin MP.** Mr Bill Wiggin MP has responded to the Parish Council's invitation and will be visiting the BFPG during the Group's next working party session. This will be at Millcroft Farm on Friday, 5 August, starting at 6.00pm, although it is likely that Mr Wiggin will not arrive until somewhat later. Mr Jason Walker and a colleague from the Environment Agency's Flood Resilience Team will also be visiting the working party that day and will be presenting the BFPG with some hi-vis vests. It is hoped to arrange a small presentation during the gathering for refreshments after the working session. In addition, Mrs Jackie Whibley from the Cross Keys Flood Action Group will be visiting to see the BFPG in action that same evening.
4. **Working Parties.**
  - a. **Thursday, 14 July Working Party.** On 14 July the intention had been to clear the next stretch of the Brook below the Millcroft Road pumping station. However, this section was found to be in good condition and so the 12 members present moved down to Millcroft Farm and started removing silt and vegetation downstream from the culvert there. After work Mr and Mrs Harris entertained members with very generous refreshments.
  - b. **Future Working Party Sessions.**
    - (1) **Friday, 5 August 2016.** As already mentioned, the next working party will meet at Millcroft Farm at 6.00pm on Friday, 5 August 2016 to tackle a further stretch of the Millcroft Brook downstream from there.
    - (2) **Thursday, 18 August 2016.** The planned meeting place will again be Millcroft Farm at 6.00pm and the task will be to complete the stretch of the Millcroft Brook upstream of the Ketch Lane culverts.

7. **Social Events.**

a. **Annual Barbecue.** The Annual Barbecue was held on Saturday, 30 July at Rowberry Lane by kind invitation of Mr and Mrs Stephens. A most successful evening was enjoyed by about 40 members and guests.

b. **Annual Bonfire Party.** The Group's next social event will be the Bonfire Party at Millcroft Farm on Saturday, 8 October, starting at 6.00pm. As always, Councillors are most welcome to attend if they so wish.

K.A.M.