

BODENHAM PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD AT THE SIWARD JAMES CENTRE at 7.00 pm on Monday, 13th May 2019

Present: Cllr J Crane Cllr P James-Moore Cllr R Layton Cllr T Morris
Cllr C Pickard Cllr D Tilford Cllr K Tremain

6 members of the public were present.

1. **Apologies for Absence.** Apologies for absence were received from Cllrs Avery and Collin. District Councillor John Harrington also sent apologies.
2. **Declarations of Interest.** There were no declarations of interest.
3. **Minutes of the Previous Meeting.** The Minutes of the previous Meeting were approved (Proposer; Cllr Tilford: Seconder; Cllr Morris).
4. **Matters Arising from the Minutes.**
 - 4.1 **Minute 4.1: Parish Council Summit.** The Clerk said that he had failed to find anything about Yarpole Parish Council's community support scheme in the Yarpole *Newsletter*. Cllr Pickard suggested that the Yarpole Parish Clerk might be able to provide information about the matter. The Clerk was instructed to contact the Yarpole Clerk.
ACTION: CS
 - 4.2 **Minute 4.8: Waste Bin in the Conservation Area.** The Clerk reported that Balfour Beatty would charge about £500 to install a waste bin in the conservation area, but would not adopt the bin, which would mean that it would not be emptied by them. The Clerk was instructed to contact St Michael's School to ask whether they would be prepared to take over a bin located by their fence and whether the litter therein would be regarded as commercial waste and therefore able to be placed in their large bin.
ACTION: CS
 - 4.3 **Minute 5: Parking outside the Post Office.** The Clerk reported that he had emailed Mr Simon Hobbs at Balfour Beatty about possibly installing signs on the approaches to the Post Office, but had yet to receive a reply.
 - 4.4 **Minute 7: C1125 Design Options.** See Item 9 below.
 - 4.5 **Minute 8: The War Memorial.** The Clerk reported that with help from Mrs Margaret Andrews Mr Tony Mitcheson had provided further information, which had been forwarded to Historic England.
 - 4.6 **Minute 14.1: Letter Box at England's Field.** Cllr Tilford said that the Post Office have the matter in hand and expect that the box will be installed in 2-3 months.
 - 4.7 **Minute 14.1: Additional Funding for Lengthsmen.** The Clerk reported that, although Cllr Baker had twice stated that additional funding would be made available to parishes with lengthsmen, Balfour Beatty had no knowledge of this.
5. **Opportunity for Members of the Public to Address the Parish Council.**
 - 5.1 Mrs Liz Davies again mentioned dangerous parking outside the Post Office. Cllr James-Moore suggested asking the local PCSO to monitor the situation and to report to the Parish Council from time to time. The Clerk was instructed to email Mr Simon Hobbs again (see Minute 4.3 above).
ACTION: CS
 - 5.2 Mr Tony Clark reported that a hot barbecue at Bodenham Lake had damaged a seat. Mr Clark also reported that graffiti have been found at the Lake.
 - 5.3 Mr Clark reported that a dog had been barking continuously at Eastfields Farm.

6. **Electoral Paperwork.**

6.1 The Clerk reported the result of the election for the Hampton Ward of Herefordshire Council, which was that Mr Bruce Baker had received 493 votes and Mr John Harrington had received 611 votes. He, therefore, was duly elected.

6.2 The Clerk further reported that the election to the Parish Council had been uncontested and nine councillors had been returned unopposed - leaving one vacancy which has to be filled within 35 *dies non* days and which could be filled at the Parish Council Meeting on 3rd June. The Clerk distributed Declaration of Acceptance of Office forms to the nine councillors and, where appropriate, Declaration of Registrable Interest forms.

6.3 Cllr Tilford reported that he had sent details of errors in addresses shown on the electoral register to Electoral Services at Herefordshire Council and had received an acknowledgement.

7. **Vacancy on the Parish Council.** See Minute 6.2 above. The Clerk reported that the vacancy on the Parish Council would be advertised in the June *Newsletter* and on the parish noticeboards.

8. **Grant Request from the Parochial Church Council.** The Clerk reported that he had received a request from the Parochial Church Council (PCC) for a grant towards the upkeep of the churchyard. Cllr Tilford proposed and Cllr Crane seconded that a grant of £1400 be paid to the PCC. This was agreed unanimously.

9. **C1125 Improvement Works.** Cllr Crane said that speeding continues to be a problem on the C1125 and asked whether a traffic speed van could be used on the C1125. The Clerk was of the opinion that such vans are used only on 'A' roads, but Mr Mike Darley said that in Sutton St Nicholas a speed van has occasionally been used on the C1125 at the request of the Parish Council. The Clerk was instructed to ask Mr Tony Ford - the Sutton St Nicholas Clerk - about this. Cllr Tilford said the a footway between Ash Grove Road and England's Field was the main priority in the village, however.

ACTION: CS

10. **Appointment of Internal Auditor.** The Clerk said that he had received the documentation for the annual audit, which, when completed, would be placed before the Parish Council for approval at the June Meeting. The Clerk said that, after consulting the Chairman accordingly, he had accordingly, asked Mr Paul Hemming to act as internal auditor again, and that Mr Hemming had agreed.

11. **Appointment of Bodenham Community Charity Trustee.** The Clerk reported that he had been asked to seek approval from the Parish Council for Mr Roland Hunt to continue as the Parish Council Trustee of the Bodenham Community Charity. This was agreed (Proposer; Cllr Tilford: Seconder; Cllr Tremain).

12. **Footpath Officer Inspection Report.** Mr Mike Darley had submitted an inspection report, which included a request to replace a cross step on BM13. The report and the request were both approved.

13. **Playground Sign.** Cllrs Crane and Tremain had reported seeing adults using the equipment in the playground, and had suggested that a sign forbidding this should be installed. The Clerk was instructed to investigate possible playground signs and to report his findings.

ACTION: CS

14. **Lengthsman and P3 Annual Maintenance Plan.** The Clerk reported that the Annual Maintenance Plans for the Lengthsman and the Footpath Officer were in preparation for submission to Balfour Beatty.

15. **Finance**

15.1 **Monthly Accounts Statements.** The Clerk had circulated the monthly bank statement, the monthly accounts and spreadsheet. He explained the details of the accounts

and spreadsheet, which were then approved (Proposer; Cllr Tilford: Seconder; Cllr Tremain). The accounts are attached as Annex A.

15.2 **Outstanding Invoices.** The following invoices were presented for payment:

- C D Smith (printer cartridges)	£29.00
- Leominster Community Resource Centre (April Newsletter)	£201.75
- Leominster Community Resource Centre (May Newsletter)	£185.00
- Cllr Alec Avery (Playground gate repairs)	£60.92
- Zurich Municipal (Parish Council insurance renewal)	£545.55
- Siward James and Arkwright Trust (BFPG room hire)	£13.50
- Hydro International (BFPG telemetry renewal)	£168.00
- Bodenham Parish Hall (room hire: litter pick and committee room)	£40.00
- Mr M Darley (Footpath Officer invoice 372)	£150.00
- Parochial Church Council grant (see Item 6 above)	£1400.00
- Mr R Morgan (Lengthsman's invoice 58)	£220.00

15.3 The payment of the outstanding invoices was approved (Proposer; Cllr Crane: Seconder; Cllr Morris).

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

- *174285F: Land at Brockington Hall: appeal decision.* Cllr Tilford reported that the appeal against the refusal of this application by Herefordshire Council had been rejected on multiple grounds.
- *191417: Moor Court Farm: Proposed farm road, concrete areas to apply harvesting pad and open sided cover for grading machine.* Mr Nick Bevan - the applicant - was present at the Meeting and was invited by the Chairman to speak on the application. Mr Bevan outlined the reasons behind the application, as are detailed in the Supporting Document attached to the application. Cllr Tilford had prepared a planning statement, which listed the policies in the Herefordshire Council Core Strategy against which the application would be judged. Cllr Layton said that the application seeks to widen an existing gateway on the C1125. Cllr Tremain asked about the porosity of the proposed new roadway through the field. Mr Bevan said that porous materials would be used throughout. Cllr Crane asked why the existing gateway on Chapel Lane could not be used. Mr Bevan said that Chapel Lane is too narrow, so that vehicles would have to mount the verge opposite the gateway in order to get through it. Cllr Tilford proposed that his planning statement be amended in the light of what Mr Bevan had said. Cllr Crane seconded the proposal, which was agreed.

17. **Updates**

17.1 **Bodenham Flood Protection Group.**

17.1.1 Cllr Crane commented that it was unfortunate that the National Flood Forum will not fund a monitor in Millcroft Brook.

17.1.2 The Clerk said that Mr Tony Mitcheson had sent a monthly report, which is attached as Annex B.

17.2 **Parish Hall.** Cllr Layton said that a report would be given at the next Meeting.

18. **Correspondence Not Previously Circulated.** The Clerk reported that the latest copy of Clerks and Council Direct had been given to the Chairman.

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

19.1 **District Councillor's Report.** In Cllr Harrington's absence no District Councillor's report was given.

19.2 The Clerk reported that he had received and circulated two communications from the West Mercia Police and Crime Commissioner about a survey and a scheme to improve local security through the use of Smartwater respectively. The Clerk said that he would circulate the details again. The Clerk was also instructed to invite the local PCSO to a future Meeting.

ACTION: CS

19.3 Cllr James-Moore mentioned that Mrs Cath Freeland - a former Clerk to the Parish Council - had died recently.

20. **Dates of the Next Meetings.**

20.1 The next Meetings are at 7.30pm on 1st June and 3rd July .

20.2 There being no other business, the Meeting closed at 8.55pm.

April 2019 accounts**OPENING BALANCE on 14th March 2019 = £43313.11**

Date	Income	Expenditure	Comment
19th March 2019	£175.00		Newsletter advertising (Forge + Abelia Care)
20th March 2019		£56.76	HMRC (Clerk's PAYE)
25th March 2019	£485.00		Solar Farm payment
1st April 2019		£227.50	Clerk's salary
4th April 2019		£25.35	Mrs B Mitcheson (litter pick expenses)
4th April 2019	£50.00		Newsletter advertising (M Padden)
5th April 2019		£9.99	Clerk's expenses
5th April 2019	£50.00		Newsletter advertising (Edward Stobo)
5th April 2019	£80.00		Newsletter advertising (David Smith)
12th April 2019		£211.00	March Newsletter
17th April 2019		£47.25	PC room hire
18th April 2019	£7500.00		First 2019-20 precept payment
TOTALS	£8340	£576.85	

CLOSING BALANCE on 14th APRIL = (£43313.11 + £8340.00 - £577.85) = £51075.26



BODENHAM FLOOD PROTECTION GROUP REPORT **(13 MAY 2019)**

1. **Summary of the Past Month.** Although we have had Storm Hannah and a fair amount of other rainfall over the past month, neither water levels nor flood risk have been significantly affected.
2. **Monthly Meeting.** On Tuesday, 30 April 21 twenty members attended the Group's monthly Meeting.
3. **River Wye and Lugg Natural Flood Management (NFM) Project.**
 - a. As reported last month, there was a plan to install a sensor in the Moor Brook at Brook House so that data about flow and water levels in the Brook could be gathered. It has now been confirmed, however, that the NFM Project has insufficient funds to allow this and so only data from the Millcroft Brook will be collected. Even there the situation will not be ideal because the existing early warning telemetry system only records water levels, not flow rates, and there is not enough money to upgrade it. Flow rates will therefore have to be calculated mathematically and Hydro-Logic Services (International) Ltd. (HLSI) are being contracted to do this. This will require them to pay seven visits per year to the telemetry system to carry out gauging work. We have confirmed that we have no difficulty with these visits taking place, or with the data from the telemetry system being used and subsequently being made public.
 - b. One of the Group's members suggested that, if data from the Moor catchment is required for the success of the NFM Project and if the Project is not able to pay for the installation of the necessary telemetry system and sensor in the Moor Brook, the Parish Council and/or the BFPG might consider meeting that cost. We do not have an exact figure for how much this might cost because Bodenham has been fortunate in that Hydro-Logic donated the system for the Millcroft Brook to the Parish. However, the cost for supplying and installing a sensor might be about £2,000, with a further £350 annually for maintenance.
 - c. The reason why the Millcroft Brook was chosen for the location of the existing sensor was that the events of July 2007 showed that, although surface flooding damage had been caused by both Brooks, that from the Millcroft Brook affected by far the greater number of properties. That being so, members did not express much enthusiasm for funding a telemetry system in the Moor Brook.
4. **Working Parties.** The first working party session of the year took place on Friday, 26 April, a fortnight earlier than last year. Nineteen members met at the Brockington Road bridge to check and repair the sandbags at Hamwyn Joinery and two local residents' houses. The second session which had been planned for Friday, 10 May to clear the section of the Millcroft Brook below the Golf Course, was cancelled because of rain. This task will now be carried out on Friday, 24 May.
5. **Spraying.** The section of the Millcroft Brook from the Millcroft Road pumping station to the Brockington Road bridge was sprayed on Easter Monday and that between the Ketch Lane culverts and Millcroft Farm on Sunday, 5 May.

K.A.M.