

**BODENHAM PARISH COUNCIL**

**MINUTES OF THE PARISH COUNCIL MEETING  
HELD AT THE SIWARD JAMES CENTRE  
at 7.30 pm on Monday, 14th May 2018**

**Present:** Cllr T Clark                      Cllr J Crane                      Cllr P James-Moore    Cllr R Layton  
                 Cllr D Tilford                      Cllr K Tremain

District Councillor Bruce Baker was also in attendance.

4 members of the public were present.

1. **Apologies for Absence.** Apologies were received from Cllrs Sharon Collin, Dennis Jackson and Tony Mitcheson.
2. **Declarations of Interest.** No declarations of interest were received.
3. **Minutes of the Previous Meeting.** The Minutes of the previous Meeting were approved unanimously (Proposer; Cllr Tilford: Seconder; Cllr Tremain).
4. **Matters Arising from the Minutes.**
  - 4.1 **Minute 5.2:** The Clerk reported that he had asked the Lengthsman about the verge between Ash Grove Road and Millcroft Road.
  - 4.2 **Minute 5.3:** The Clerk reported that he had contacted Mr Colin Smith - the Locality Steward - about a parish tour and had been told that a date in June would be offered and that the issue of the lack of a pavement between Ash Grove Road and Millcroft Road would be looked at then. Cllr Baker reported that he had already spoken to Mr Smith about the matter. He said that Mr Smith was of the opinion that it would be possible to install a narrow pavement. Cllr Crane said that traffic-calming is another issue. Cllr Baker replied that, in Mr Smith's opinion, other traffic-calming measures, such as a chicane, were unlikely to be feasible. Cllr Tremain commented that a pavement does not slow traffic. Cllr Baker suggested that Cllr Crane might take the matter up with his contact at Balfour Beatty.
  - 4.3 **Minute 5.4:** The Clerk said that he had asked Cllr Tilford to ask Bell Homes about unfinished pavement toppings and missing dropped kerbs in the England's Field development. Cllr Tilford reported that Bell Homes were awaiting final approval from Herefordshire Council for the development and that the unfinished pavement toppings and missing dropped kerbs would need to be addressed before that approval could be given.
  - 4.4 **Minute 7: Gates on the A417.** See Agenda Item 13.
  - 4.5 **Minute 10: The SID.** Prior to the Meeting Cllr Mitcheson had notified the Clerk that the SID had been back in operation on Millcroft Road for the past fortnight.
  - 4.6 **Minute 11: Aisling House.** Cllr Baker said that he was still awaiting the arranging of a site meeting. Cllr Layton said that the problem lay with the number of parked cars in Church Road, which constrained the movements of the school bus.
  - 4.7 **Minute 12: Appointment of Internal Auditor.** The Clerk reported that Mr Paul Hemming had agreed to act as internal auditor. See also Minutes 11 and 12 below.
  - 4.8 **Minute 22.2: Dog Control Orders.** The Clerk said that he had not checked entries for Bodenham in the list of Herefordshire Council's dog control orders, but would do so.  
**ACTION: CS**
5. **Opportunity for Members of the Public to Address the Parish Council.**
  - 5.1 Mrs Liz Davies presented an annual report from St Michael and All Angels Church, which has been added to Annex 3 of the Annual Parish Meeting.
  - 5.2 Mrs Davies reported that a blue car - and sometimes also a black one - is often parked on the C1121 close to the War Memorial, partly on the pavement. Cllr Layton said that Bodenham School might be able to check whether the car(s) had any links to the School.

5.3 Cllr Crane said that he had been asked by a parishioner to report that the pavement between England's Gate Inn and Saffrons Cross Garage is becoming overgrown. He added that the Lengthsman is unable to work on the A417. Cllr Layton said that the Parish Council could arrange for the grass to be sprayed, but the problem was best addressed by contacting the landowners.

6. **The Parish Council's Insurance.** Cllr Crane said that the Parish Council's insurance is due for renewal by 1st June. It has been reduced by £38 and is to be renewed as the second year of a three year agreement with Zurich Insurance. He said that Zurich would like evidence of risk assessment to be collected at BFGP and litter pick events. The Clerk was instructed to investigate whether volunteers are covered by insurance policies such as the Parish Council's. Cllr Clark asked Cllr Crane about public liability cover. Cllr Crane said that he thought the cover was for £3m. The Clerk said that he thought the figure was £5m. **ACTION: CS**

7. **Playground Update.** Cllr Tremain reported that Kompan had been chosen as the preferred supplier and that, subject to a few details being finalised, the contracting process could begin. Cllr Tilford thanked the Sub-Committee for its work and reported that Mr Tony Troia was interested in acquiring the old playground equipment. This would reduce the cost of the new playground to the Parish Council, because Kompan would no longer need to charge for the equipment's removal and disposal. The Clerk was instructed to ask Mrs Yvonne Coleman at Herefordshire Council about the process to be followed to access the Section 106 money and to ensure that the Parish Council could reclaim VAT. **ACTION: CS**

8. **Data Protection (GDPR).** In Cllr Mitcheson's absence this Item was deferred until the next Meeting.

9. **Silent Soldier.** Cllr Crane outlined a scheme proposed by Mrs Babs Mitcheson by which contributions of £20 towards the purchase of a Silent Soldier could be raised from local organisations. He said that Mrs Mitcheson was confident that the full cost of the Silent Soldier could be raised, but had asked whether the Parish Council would contribute £20. It was agreed to defer a decision until the final figures were known. Cllr Crane added that Bell Homes had agreed to contribute £20 and had asked that the Parish Council meet for a photoshoot in June in front of the England's Field development.

10. **Vacancy on the Parish Council.** The Clerk reminded the Meeting that the vacancy on the Parish Council remained unfilled.

11. **Audit: Annual Governance Statement.** The Clerk had circulated for approval the Annual Governance Statement, which is part of the annual audit documentation. The Statement was approved (Proposer; Cllr Tilford: Seconder; Cllr Clark).

12. **Audit: Accounting Statements.** The Clerk had circulated for approval the Annual Accounting Statements, which are part of the annual audit documentation. The Statements were approved (Proposer; Cllr Tilford: Seconder; Cllr Crane).

13. **Gates on the A417.** Cllr Crane reported that he had circulated designs for the proposed gates, had received two quotations and had established locations for the gates. He said that the Transport Sub-Committee had met and was of the opinion that the gates must look like gates in order to give the visual impression that the road is narrowing. Cllr James-Moore asked about the width of the gates. Cllr Crane said that the each gate would be in two parts with widths of 1.5m and 1.0m. He also proposed that signage be introduced on the C1121 and C1125 in the form of 30mph signs set on a yellow background. Cllr Baker asked whether the name 'Bodenham' would appear on the gates. Cllr Crane said that it would not, in order that the appearance of the gates should remain distinctive. He added that the existing 'Bodenham' signs would be retained. He requested approval to firm up the quotations he had obtained and this was agreed (Proposer; Cllr Tilford: Seconder; Cllr Tremain).

14. **Finance**

14.1 **Monthly Accounts Statements.** The monthly accounts had been circulated and were accepted (Proposer; Cllr Tilford: Seconder; Cllr Crane). The accounts are attached as Annex A. The Clerk had also circulated the monthly spreadsheet version of the accounts.

14.2 **Outstanding Invoices.** The following invoices were presented for consideration:

- Carpenter Goodwin Ltd (SID battery charger)	£41.94
- Leominster Community Resource Centre (February and May Newsletters)	£403.50
- C D Smith (Clerk's expenses - printer cartridges; stamps, minutes book)	£38.99
- Bodenham Parochial Church Council (annual grant)	£1100.00
- Timeview Telemetry (Telemetry data and annual maintenance)	£350.00
- Zurich Municipal (Annual PC insurance premium)	£540.72.
- Mrs S Schwartz (BFPG payment)	£50.00

14.3 The payment of the invoices was approved (Proposer; Cllr Tilford: Seconder; Cllr Clark).

15. **Planning**

- 174285 and 174286: *Land at Brockington Hall. Proposed development of two residential dwellings on garden land.* Cllr Tilford had prepared a planning statement. He proposed that the application be refused on the grounds that it is outside the settlement boundary and that the Bodenham NDP should carry weight in this regard. Cllr Clark seconded the proposal, which was agreed unanimously.

- 181251: *The Vern, Marden: Internal works including new staircase, platform lift and external alterations and formation of glazed screen to enclosed covered way and minor alterations to adjacent barn.* Cllr Tilford explained that most of the proposed works are internal and that the Historic Buildings Officer's opinion would form the basis of any decision. He proposed and Cllr Clark seconded that no objection should be made to the application. This was agreed unanimously.

16. **Updates**

16.1 **Bodenham Flood Protection Group.** Cllr Mitcheson had circulated a report, which is attached as Annex B.

16.2 **Parish Hall.** Cllr Layton said that it was not clear why the proposal to build a mobile phone mast at the Parish Hall had been withdrawn.

16.3 **Neighbourhood Plan.** Cllr Tilford said that a few bureaucratic steps had still to be taken, including confirming to Herefordshire Council that the Parish Council wished the Plan to proceed to a referendum. He added that the preferred date for the Referendum was 12th July. Cllr Tremain proposed and Cllr Crane seconded that Herefordshire Council be informed that Bodenham Parish Council wanted the Plan to proceed to a referendum to be held on 12th July, and that the Clerk should inform Herefordshire Council accordingly as soon as possible. This was agreed unanimously. **ACTION: CS**

17. **Correspondence Not Previously Circulated.** The Clerk reported that he had received the latest edition of *Clerks and Councils Direct*, which had been passed to Cllr James-Moore.

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

18.1 **District Councillor's Report.** Cllr Baker reported that:

- he had spoken to Mrs Sharon Collin about the new occupants of The Toll House who are allegedly running a scrap metal business at the property. He said that the Herefordshire Council Enforcement Officer had written to the occupants of The Toll House about the matter.
- the National Planning Policy Framework is under review. Herefordshire Council has responded to the review to request that personal circumstances can be taken into account in the consideration of planning applications.
- Mr Tony Troia had been asked about the advertising signage at the junction of the A417 and C1125. Mr Troia had promised that the signage is to be refurbished.

- only 10 replies had been received to the questionnaire he had placed in the Bodenham and other newsletters.
- his proposal that Herefordshire Council introduce a by-law to prevent parking on verges and on Herefordshire Council-owned land was not discussed at a recent meeting, because of lack of time. The proposal has been put forward for discussion in July.

18.2 Cllr Layton asked about the Ashgrove Croft planning application. Cllr Baker said that Marden Parish Council may seek a judicial review of the decision.

18.3 Cllr Tremain asked about the hedge at the corner of Wood House Lane now that new occupants were in the property. Cllr Baker said that he was unsure of the current situation and would ask Mrs Sharon Collin whether she knew any more about it.

18.4 Cllr Tremain asked whether PCSO Steph Annette's replacement could attend a Parish Council meeting in the near future.

18.5 Cllr James-Moore proposed that a small present be given to Mrs Susan Haworth for her work on producing the Bodenham *Newsletter* over the past year. This was agreed.

18.6 Cllr Tilford proposed and Cllr Crane seconded that the Clerk be awarded a salary increase at the appropriate NALC rate. This was agreed.

19. **Date of the Next Meeting.**

19.1 The next Meetings will be held on Monday, 4th June and Tuesday 3rd July.

19.2 There being no other business, the Meeting closed at 9.10pm.

### April 2018 accounts

**OPENING BALANCE on 16th MARCH 2018 = £35134.32**

Date	Income	Expenditure	Comment
20th March 2018		£37.84	HMRC (Clerk's PAYE)
21st March 2018		£13.60	Clerk's expenses (March)
3rd April 2018		£151.67	Clerk's salary
10th April 2018	£227.50		Newsletter advertising
12th April 2018	£80.00		Newsletter advertising
13th April 2018		£288.00	Website hosting
16th April 2018		£25.49	Clerk's expenses (April)
16th April 2018		£201.75	April Newsletter
17th April 2018	£50.00		Newsletter advertising
<b>TOTALS</b>	<b>£357.50</b>	<b>£718.35</b>	

**CLOSING BALANCE on 16th APRIL = (£35134.32 + £357.50 - £718.35) = £34773.47**



**BODENHAM FLOOD PROTECTION GROUP REPORT**  
**(14 MAY 2018)**

1. **Summary of the Past Month.** The rain which has interspersed the short periods of good weather we have enjoyed over the past few weeks has not been sufficient to affect water levels in our local watercourses significantly. The risk of flooding has therefore remained very low.
2. **Monthly Meeting.** Owing in part to a committee meeting arranged by the Gardening Club at short notice, there were only 10 members present at the Group's monthly Meeting on Tuesday, 24 April 2018. This is the second time that such a clash has occurred without warning.
3. **The Group's Tenth Anniversary.** A sub-committee has been formed to plan the Group's Tenth Anniversary event to be held in the Parish Hall on Sunday, 9 September. This will be open to all and is likely to include some form of exhibition of the Group's history and activities, together with an offer of free refreshments and of entertainment for children.
4. **UK Flood Barriers.** UK Flood Barriers are reported to have gone into receivership. This means that the 34 householders concerned will have to find another source for any support and/or replacement parts they require for the flood protection equipment supplied to them under the Environment Agency-funded project in 2011-12.
5. **Working Party Sessions.**
  - a. The first working party session of the 'season' was planned for 6.00pm on Friday, 27 April, but a forecast of persistent rain throughout the day and into the evening meant that the session had to be cancelled.
  - b. The first working party therefore took place on the evening last Friday (11 May). Again, rain was a problem, but nevertheless 13 stalwart members of the Group braved it to clear the upstream section of the Millcroft Brook from the Golf Course boundary to the C1125 bridge.
6. **Social Calendar.**
  - a. **Annual Barbecue.** The Annual Barbecue will be held at Willow Cottage in Maund Bryan by kind invitation of Mr and Mrs Schwartz. It will take place in July, but the date has yet to be decided.
  - b. **Annual Bonfire Party.** The Annual Bonfire Party will be held on Saturday, 6 October at 6.00pm at Millcroft Farm. Councillors will, of course, be very welcome to attend.

K.A.M.