

BODENHAM PARISH COUNCIL

**MINUTES OF THE PARISH COUNCIL MEETING
HELD AT THE SIWARD JAMES CENTRE
at 7.30 pm on Monday, 2nd February 2015**

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

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

1. **Introduction:** Discussion with Mrs Donna Tregenza (Locality Steward). This item was deferred until the next Meeting owing to Mrs Tregenza's daughter's illness.
2. **Apologies for Absence.** Apologies for absence was received from Cllrs Alec Avery and Bob Clarke, and from District Councillor Jeremy Millar.
3. **Declarations of Interest.** Cllr Powell and Cllr Mitcheson each declared an interest in Item 10. Cllr Mitcheson also declared an interest in Item 5.4.
4. **Minutes of the Previous Meeting.** The Minutes of the Meeting held on 5th January were accepted as a correct record (Proposer; Cllr Powell: Seconder; Cllr James-Moore).
5. **Matters Arising from the Minutes.**
 - 5.1 **Minute 5.1: Patient Consultative Group.** The Clerk reported that he had obtained an application form from The Marches Practice for the Patient Reference Group, which he would complete. **ACTION: CS**
 - 5.2 **Minute 5.2: Road Safety.** The Clerk reported that he had again placed an item in the *Newsletter* asking for volunteers to join the prospective Community Speed Watch team and that Mr Geoff Booth had volunteered to join the Team, which now had four of the required six members. The Clerk was instructed to repeat the call for volunteers in the March *Newsletter*. **ACTION: CS**
 - 5.3 **Minute 5.3: Telephone Box Library.** The Clerk reported that the telephone box library was now open and that he would place an item in the March *Newsletter* to this effect. The Clerk explained that the library contains books and magazines for all ages and works on a trust basis, *i.e.* no records are kept and borrowers are trusted to return books in due course. The Clerk was instructed to thank Mr Jonathan Sant for his work in adapting the telephone box. See also Minute 10 below. **ACTION: CS**
 - 5.4 **Minute 5.4.1: Trees on the Village Green.**
 - 5.4.1 The Clerk reported that he had received a quotation from Mr Mike Stephens, which was higher than the two quotations received earlier. The quotation from Mr Guy Homan was the lowest and his quotation was duly accepted.
 - 5.4.2: The Clerk added that separate quotations had been obtained for each of two trees - an unsafe conifer and a poplar. The latter did not need to be felled, but felling it might improve the general appearance of the village green. He suggested deferring a decision on the poplar until it was in leaf and its cosmetic value could be assessed. Cllr Austin proposed and Cllr Davis seconded that both trees be cut down now. Cllr Jackson proposed and Cllr James -Moore seconded that only the conifer should be cut down now. The second proposal was accepted by five votes to two. The Clerk was instructed to accept Mr Homan's quotation and to ask him to cut down only the conifer for the time being. **ACTION: CS**
 - 5.5 **Minute 5.5: Quotations for a Path to the Chapel Lane Bus Shelter.** The Clerk reported that he had received a quotation from Mr Robert Parker for £280 + VAT for a slabbed path with a step to the road, or £360 + VAT for a sloping slabbed path to allow wheelchair access. It was agreed that the quotation for the sloping path be accepted (Proposer, Cllr Knott: Seconder, Cllr Pollard). The Clerk was instructed to contact Mr Parker to accept the quotation. **ACTION: CS**

5.6 **Minute 5.6: Footpath Officer.** Cllr Mitcheson asked whether Mrs Mandy Cole had applied to Herefordshire Council to become the Footpath Officer for Bodenham. The Clerk reported that he had heard nothing more since passing details of the procedure to Mrs Cole. The Clerk was instructed to contact Mrs Cole about the matter. **ACTION: CS**

5.7 **Minute 7.3: Reports on the Parish Plan: Health.** See Minute 7.3 below.

5.8 **Minute 12.1.7: Signs to Bodenham Church and School.** The Clerk reported that he had contacted the Parochial Church Council about the two signs which had been replaced and had been asked by the Secretary to the PCC to pass the signs to Mr Tom James-Moore for storage. Mr Tony Clark said that the sign by the war memorial only had writing on one side. The Clerk said that he had ordered a sign with writing on one side only, because he understood that only one side was visible. The Clerk was instructed to investigate the matter, while Cllr Pollard offered to complete the missing signage himself, if necessary. **ACTION: CS/JP**

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

6.1 **Land Opposite England's Gate Inn – Draft Section 106 Agreement.** Mr David Tilford pointed out that details of the draft Section 106 Agreement for the development of the land opposite England's Gate Inn were now available on the Herefordshire Council website.

6.2 **HGVs in Chapel Lane.** Mr Tony Clark reported that an articulated lorry had been seen in Chapel Lane on Sunday, 1st February and another in Dunfield Lane a few days earlier. The Clerk was instructed to contact S&A Davies and the owners of Berrington Water about these vehicles. **ACTION: CS**

6.3 **Chapel Lane Bus Shelter - Broken Glass.** Mrs Liz Davies reported that there was a broken bottle in the Chapel Lane bus shelter. The Clerk was instructed to ask the Lengthsman to remove the bottle. **ACTION: CS**

6.4. **Bodenham Lake and Queenswood.**

6.4.1 Mrs Joanna Weightman reported that the consultation period had started for the proposed 99-year lease of Bodenham Lake and Queenswood to the New Leaf/Herefordshire Nature Trust (HNT) consortium, which needs to raise £150,000 a year for running costs. She said that at a meeting in Bodenham Parish Hall on 28th February a proposal was made to set up a Community Interest Group (CIG) to prepare an alternative bid. Such an expression of interest would impose a six month delay in the completion of any arrangement with New Leaf/HNT, while the other bid was prepared and considered. Mrs Weightman asked whether Bodenham Parish Council would support such a bid and would set up a working group to consider the details.

6.4.2 Cllr Mitcheson asked what a CIG is. Mrs Weightman explained that a CIG may be a charity, a Community Interest Company, a provident society or a company limited by guarantee. She thought it might also be a parish council, but Cllr Mitcheson expressed some doubt about this.

6.4.3 Cllr Jackson said that the timescale for forming any such group was very short and in his view it would be preferable to allow the New Leaf/HNT proposal to proceed.

6.4.4 Cllr Austin pointed out that the set up and running costs of a group based on the Parish Council would fall on the Council and the community. Mrs Weightman said that the figure of £150,000 was for Queenswood and Bodenham Lake combined, but a CIG bid would be for Bodenham Lake only.

6.4.5 Cllr Powell said that in her view Bodenham Parish Council should not get involved, but, if a CIG was formed and by expressing an interest in bidding, this triggered a 6 month delay and allowed a full bid to be prepared, then a possible future role for the Parish Council might be to provide some oversight, especially because Herefordshire Council has too few staff to do this.

6.4.6 Cllr Mitcheson remarked that New Leaf had promised that there would be some community representation on their board. Mrs Weightman replied that New Leaf had expressed no interest in having representation from the Friends of Bodenham Lake or from Bodenham Parish Council.

6.4.7 Cllr Mitcheson expressed the view that Bodenham Parish Council could monitor what happened at Bodenham Lake, but should not be involved in a CIC or CIG.

6.4.8 Mr David Tilford said that New Leaf's management team was very experienced and HNT also has strong management, as well as experience of fund-raising.

6.4.9 Mrs Weightman said that she would make available relevant documents from the Herefordshire Council website.

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

7.1 **Communications.** Cllr Mitcheson said that he had nothing to report.

7.2 **Road Safety.**

7.2.1 Cllr Mitcheson read out the list of defects identified during the parish walk in October 2014 and the recent report sent by Mrs Donna Tregenza on each defect in the list. (This is attached as Annex A). Discussion was deferred until the next Meeting, which Mrs Tregenza had said she would attend.

7.2.2 Cllr Mitcheson noted that the Parish Plan had been produced as long ago as October 2012 and had demonstrated that local residents regarded improvements in road safety as one of their highest priorities. Despite this, since then little or nothing practical had been achieved in improving road safety despite approaches to Herefordshire Council, Amey and Balfour Beatty. He therefore suggested that the Parish Council should consider installing traffic calming measures in the form of 'gates' and/ or vehicle activated systems (VASs) on the stretch of the A417 in the Parish which is subject to a 40mph speed restriction.

7.2.3 **'Gates'**. He reported that on his behalf Mrs Babs Mitcheson had obtained details of polymer 'gates' in white or oak effect. These would cost around £500 for a plain gate or £900 for an L-shaped design, plus installation. The Clerk was instructed to ask Balfour Beatty about the installation of such gates. **ACTION: CS**

7.2.4 **Vehicle Activated Systems.** Cllr Mitcheson went on to say that Mrs Mitcheson had also obtained details of solar-powered VASs similar to those at Sutton St Nicholas. A pair of these – one facing each way on the A417 - would cost in the order of £8750 - £9200 plus VAT, to which £440 should be added, if data logging was required.

7.2.5 Cllr Mitcheson said he would circulate details of both 'gates' and VASs, and would obtain more quotations. **ACTION: TM**

7.2.6 Cllr Powell asked whether the focus was to be on the A417. Cllr Mitcheson said that was what he was proposing.

7.2.7 Cllr Austin asked about the possibility of installing GATSO cameras. Cllr Mitcheson said that he thought such cameras would be more expensive, might not be approved and would require more maintenance.

7.2.8 Cllr Powell asked whether there was any data on the effectiveness of SIDs. Mrs Babs Mitcheson said that people she had spoken to all felt that SIDs are effective in reducing traffic speed.

7.3 **Health.**

7.3.1 Cllr Powell reported that the Bodenham Community Charity had awarded Bodenham Parish Council a grant of £278 towards the cost of the defibrillators and had offered the possibility of helping with future costs. She had thanked the Charity on behalf of the Parish Council. She added that Dr Knight had queried the running costs of the defibrillators, especially the batteries. Cllr Powell said that the batteries should last for three years unless used frequently and that the pads on the defibrillators need to be replaced after use. She went on to report that the wrong cabinets had been ordered and that the correct cabinets would increase the overall cost to £1,596, plus fitting.

7.3.2 Cllr Powell noted that the next task was to order the defibrillators and arrange training, which is provided at no cost by the Ambulance Service. She said that the Practice Manager at The Marches Surgery had still not given approval for the recommended contractor to install the electricity supply for the defibrillator there.

7.3.3 Cllr Mitcheson asked whether the defibrillator at the School could be installed immediately and that at the Surgery installed later. Cllr Powell said that she would ask the British Heart Foundation about this. **ACTION: RP**

8. **Litter Pick.**

8.1 Cllr Powell said that it was necessary to set a date for the next litter pick. Cllr Mitcheson suggested 11th April, which was agreed. The Clerk was instructed to make arrangements with Balfour Beatty and to place an item in the *Newsletter* about the litter pick. **ACTION: CS**

9. **The New Lengthsman Scheme.**

9.1 Cllr Mitcheson reminded councillors that they had agreed out of committee to request £1,600 in match funding for the Lengthsman Scheme in 2015-16. The Clerk reported that he had made the request, would attend a meeting on the Scheme on 10th February and would circulate a report on the meeting thereafter. **ACTION: CS**

10. **Finance.**

10.1 **Monthly Accounts.** The Clerk confirmed that the accounts had been circulated as a spreadsheet, which was then displayed. The accounts were then approved (Proposer; Cllr Pollard: Seconder; Cllr Jackson), and are attached as Annex B.

10.2 **Invoices.** Cllr Austin proposed and Cllr Pollard seconded that the following invoices be paid and this was agreed:

• Clerk's expenses (stamps, cartridges)	£21.36
• DC Gardening Services (Lengthsman)	£24.00
• Mr Jonathan Sant (expenditure on telephone box library)	£141.41
• Seward James and Arkwright Trust (Parish Council room hire)	£63.00
• Bodenham Parish Hall (BFPG room hire)	£30.00

11. **Planning.**

11.1 **Application 150001/K: The Pigeon House: To cut down an ash tree and a horse chestnut tree).** The decision that the Parish Council had no objection had been taken prior to the Meeting and was now ratified.

11.2 The following planning applications were considered in the light of reports from the Planning Sub-Committee and planning statements from Mr David Tilford:

- **150056/L: Bodenham Hall: Proposed internal and external works,** to include replacement of 4 windows, replacement of rendering to south, east and west elevations and chimney.
- **150103/F: Pump Cottage: Proposed dwelling and ancillary garage.**

11.3 The Council decided to make no objection to each of these applications.

12. **Updates.**

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

12.2 **Parish Hall.** Cllr Powell reported that the hire agreement had been revised and that a volunteer was needed to run the Flicks scheme.

12.3 **Lengthsman.**

12.3.1 The Clerk reported that the Lengthsman had had no scheduled work in Bodenham in the past month. The Clerk requested that any suggestions for work for the Lengthsman be passed on to him.

12.3.2 Cllr Powell asked whether the Lengthsman could spread salt on pavements if frost was forecast. Cllr Mitcheson said that salt was available at the Parish Hall and it was envisaged that the Lengthsman might be tasked to spread it if necessary. However, it was always possible that, when most needed, the Lengthsman might have commitments elsewhere and so it was entirely open to local residents to spread salt on a self-help basis provided that this was on public roads and pavements and not on private drives and paths. The Clerk was instructed to make appropriate arrangements with the Lengthsman.

ACTION: CS

12.4 **Neighbourhood Plan.**

12.4.1 Cllr Mitcheson reported that he and Mr David Tilford had been working on a document designed to summarise the basic analysis of the responses to the Neighbourhood Plan survey produced by Data Orchard CIC. The document also drew conclusions which could then be used to inform the next draft of the Plan. He added that a public meeting of the Steering Group would be arranged shortly to consider what he and Mr Tilford had produced.

12.4.2 He went on to report that £904.78, which remained unspent from the original grant for preparation of the Neighbourhood Plan was due to have been returned by 31 January. However, having received no instructions on how this was to be done, he had contacted the Community Development Foundation who were managing neighbourhood planning

grants. From his discussion with them, it was clear that they were having difficulty in managing their workload and he had agreed with them that he would simply wait until they contacted him further.

13. **Correspondence Not Previously Circulated.**

13.1 The Clerk reported that no correspondence had been received which had not previously been circulated.

14. **Other Business.**

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

15. **Dates of Next Meetings.**

15.1 The next three Meetings will be held on 2nd March, 13th April (due to the bank holiday on 6th April (Easter Monday)) and 11th May (to include the Annual Parish and Annual Parish Council Meetings).

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LOCALITY STEWARD'S REPORT (As at 2nd February 2015)

In red I have noted the outcome of issues raised on the parish walk held on 2nd October 2014

1. Various defects at flap valves 2-7. My notes along with the photographs provided have been passed to BB's land drainage team. I will continue to chase this and make sure the maintenance is carried out asap.
2. A broken finger post at the point where BM24 leaves the A417. This has been logged and the PROW maintenance team were waiting till they had a few to do in the area to cut costs, this work will be done along with maintenance to BM7 and the isle of rhea by the end of the month.
3. The drain on the A417 opposite Hollybush Lane needs to be cleared. All drains on the A417 are due to be cleared this month as part of the winter maintenance scheme
4. The first drains on either side of Hollybush Lane after leaving the A417 need to be cleared.
5. Two potholes opposite Orchard Close were noted, as was.....the whole of orchard lane was velocity patched and has been recommended for resurfacing.
6. a missing reflective marker on the verge in front of the Chapel Lane bus stop. A verge marker has been ordered for the edge of the verge and potholes on the edge of the verge have been filled.
7. The white lines marking the edge of the road in front of Bache's have worn away. All the non-urgent white lining work has been put forward for routine planned works due to begin in April when the road temperatures are warmer allowing for better adhesion.
8. The white lines marking the edge of the road in front of England's Gate have worn away.
9. The hedge on the C1125 between the Surgery and Millcroft Road needs to be cut back. It is owned by Herefordshire Council. I have not yet undertaken this work, but will pass it to our grounds maintenance team to do as routine maintenance
10. Footpath BM13 is blocked at Berrington House following the installation of electronic gates. I have not yet looked into this but will put it to the top of my prow list and keep you informed.
11. Parts of the road surface in Chapel Lane are shiny and glassy - and slippery in wet and icy weather. At this time these is not much I can do about this, but in the long term I have recommended it to the asset team for top dressing
12. Potholes on a stretch of Rowberry Lane near Blue Cedar Cottage have been patched repeatedly and need to be attended to again. It was pointed out that Amey had noted that the stretch of road needs to be re-made and that kit is in Herefordshire Council's programme. This has been recommended to the asset team as I have been assured this work will be carried out although I do not have a date as of yet.
13. The bridleway post on the C1125 has been turned through 180 degrees and so is pointing in the wrong direction. I logged this sign at the time of the parish walk so should have been fixed, please let me know if it hasn't been.
14. There is a collapsed pipe across the driveway at 'Littlefields' on the C1125. This was marked by Amey two years ago. This job has been sent to our drainage team and is awaiting a visit from them.
15. The kissing gate on BM12 at Dunfield Lane is missing. This has been replaced
16. There are missing granite setts on the C1121 opposite The Forge. These have been replaced
17. The 'Road Narrows' sign at the junction of Ketch Lane and Millcroft Road is leaning. This has not yet been fixed but has been logged, I am chasing it up.
18. One of the two drains between Millcroft Farm and the junction with Ketch Lane lacks a cover. Both drains need flap valves to be fitted. This job will be undertaken when the maintenance of the valves on the brook takes place.
19. There is no fingerpost or stile where footpath BM18 (BM10?) meets Ketch Lane. I will have to look into this one
20. On the A417 opposite the Isle of Rhea the sign is very indistinct and the fingerpost is missing. This has been logged and the PROW maintenance team were waiting till they had a few to do in the area to cut costs, this work will be done along with maintenance to BM7 and the isle of rhea by the end of the month.

Bodenham Parish Council 2014-15

	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
PC Opening Balance	12,514.20	19,411.54	18,414.53	16,912.02	16,499.81	16,903.40	22,580.08	22,661.11	21,123.50	20,727.17	20,995.67	20,436.11
Income												
Newsletter	209.50	325.00	165.00	125.00	170.00	380.00	370.00		275.00	75.00	230.00	470.00
VAT Refund			103.53									
Car Park Loan			374.92						374.91			
Lengthsman	778.25				778.25		778.25			778.25		
Neighbourhood Plan												
Precept	7,097.50					7,097.50						
TOTAL	8,085.25	325.00	643.45	125.00	948.25	7,477.50	1,148.25	0.00	649.91	853.25	230.00	470.00
Expenditure												
Miscellaneous		28.00	488.16	180.00			120.00					
Car Park Loan			749.83						749.83			
Church Grant								1,000.00				
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	27.36		37.00	15.64	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												
Newsletter		336.50	185.00	186.60	159.85	250.00	353.25			370.00	250.00	26.00
Playground repairs							200.00					200.00
Room Hire		15.00			67.50	65.25		81.00		47.50		55.00

	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Defibrillator Fund Opening Balance		0.00	0.00	0.00	0.00	167.30	372.30	472.30	472.30	1,021.98	397.98	397.98
D Fund income					167.30	205.00	100.00		549.68			
D Fund expenditure										624.00		
Defibrillator Fund Closing Balance	0.00	0.00	0.00	0.00	167.30	372.30	472.30	472.30	1,021.98	397.98	397.98	397.98
Bodenham LHG	190.00	190.00	190.00	190.00	190.00	190.00	190.00	190.00	190.00	190.00	190.00	190.00
Total Sub-accounts Balance	7,145.07	6,805.41	6,700.79	6,657.73	6,085.11	7,163.29	6,472.29	6,594.04	7,079.07	4,468.82	4,468.82	4,468.82
Total Closing Balance	26,556.6 1	25,219.9 4	23,612.8 1	23,157.5 4	22,988.5 1	29,743.3 7	29,133.4 0	27,717.5 4	27,806.2 4	25,464.4 9	24,904.9 3	24,906.3 2

BODENHAM FLOOD PROTECTION GROUP REPORT
(2 FEBRUARY 2015)

1. **Summary of the Past Month.** So far this winter the weather has been relatively kind and there have only been three occasions when the early warning telemetry system has sent out a 0.5m alert (26 November at 3.35am, 12 December at 3.10am and 15 January at 0.50am). On the first occasion the water level rose only just enough to trigger the alarm, while during the other two events it reached just under 0.9m without causing the second stage alarm.

2. **Monthly Meeting.** Our first monthly Meeting of 2015 last Tuesday (27 January) was attended by 28 members.

3. **External Contacts.**
 - a. **Herefordshire Council.** As reported at the last Parish Council Meeting, we have reminded Herefordshire Council of our offer to help them and Balfour Beatty with monitoring and signing road closures when the Ketch Lane junction is flooded. We have yet to receive the promised reply. Similarly, we continue to await a response about the Ketch Lane and Pugh's Field culverts.

 - b. **DEFRA Project - Surveying for Flood Resilience in Individual Properties.** The second Meeting of the Defra Project Board looking at the training of flood risk surveyors is being held in London on 12 February and, as before, the Secretary will attend.

 - c. **The Herefordshire Voluntary Organisations Support Service (HVOSS).** HVOS is running a scheme in conjunction with the Herefordshire Police and Crime Commissioner to reduce anti-social behaviour in both urban and rural areas. The aim is, by enhancing a variety of sites with spring bulbs, to reduce anti-social behaviour and encourage people to be proud of their local area. HVOSS have given the BFPG a large number of daffodil bulbs and these have been planted along the bank of the Millcroft Brook below Millcroft Farm as being the place where they can best be seen and enjoyed by local residents. Once the daffodils are in flower, a sign will be put up to publicise that the bulbs are a gift to the BFPG in recognition of their work in the community. This will also be a good opportunity for a photo shoot not only to promote the HVOSS scheme but also the work of the Group.

 - d. **BBC Radio Hereford & Worcester.** At just after 5.00pm on Thursday, 29 January the Secretary took part in a live interview by Jonathan Ray on the Andrew Easton programme to discuss recent remarks made by Hilary Benn, the shadow Communities Secretary, on the subject of planning.

4. **Annual Coffee Morning.** The next event on the BFPG's social calendar is the Annual Coffee Morning. This will be held from 10.00am to 12.00 noon on Saturday, 14 February 2015 in the Siward James Centre. As always, Councillors will be most welcome to attend.

K.A.M.