

**BODENHAM PARISH COUNCIL**

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

**Present:** Cllr Bob Clarke, 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.

Mrs Donna Tregenza (the Balfour Beatty Locality Steward) attended the meeting for Item 1.

**1. Introduction.**

1.1 Mrs Donna Tregenza reported on progress in rectifying the defects identified on the Parish Walk, as follows:

- The various defects at flap valves 2-7 are scheduled for attention in late spring.
- Broken finger posts are to be replaced with metal ones by the end of March.
- The drains on the A417 opposite Hollybush Lane and in Hollybush Lane may have been cleared already.
- Two potholes opposite Orchard Close have been repaired.
- A missing reflective marker on the verge in front of the Chapel Lane bus stop has been replaced.
- The white lines marking the edge of the road in front of Bache's Bargains and England's Gate Inn are not scheduled for repainting, because there is no money for any whitening other than emergency work.
- The hedge on the C1125 between the Surgery and Millcroft Road is in the schedule for cutting. Mrs Tregenza added that the hedge along the C1121 to Dinmore has been included in the schedule for safety reasons. Cllr Mitcheson noted that on the C1121 there is an overhanging tree about 40m west of the railway bridge in need of cutting back, but that this is outside Bodenham's boundary.
- The glassy road surface in Chapel Lane is to be assessed by the Asset Management Team. Cllr Clarke asked that the surface of Church Lane also be examined, because it is in the same condition as Chapel Lane.
- The re-making of the stretch of Rowberry Lane near Blue Cedar Cottage is in the schedule and is a high priority.
- The collapsed pipe across the driveway at 'Littlefields' on the C1125 is in the schedule for a visit from the Drainage Team.
- The kissing gate on BM12 at Dunfield Lane and the missing granite setts on the C1121 opposite The Forge have been replaced.

1.2 Cllr Mitcheson asked about the damaged grit bins in Bowley Lane. Mrs Tregenza said that two were to be replaced in the next two weeks, while two were not in need of replacement. She added that road surface patching of Bowley Lane would begin later in the month.

1.3 Cllr Davis said that the road surfaces around the Surgery were deteriorating and becoming unsafe. Mrs Tregenza promised to look into this.

1.4 Cllr Powell reported that the state of the road in Upper Holbatch was very poor. Mrs Tregenza said that the Locality Steward for Marden was looking into this.

1.5 Cllr Mitcheson told Mrs Tregenza of Bodenham Parish Council's initial ideas for improving road safety on the A417 by installing vehicle activated signs (VASs) and 'gates'. She agreed to investigate the possibility of obtaining funding for such measures from Herefordshire Council.

**2. Apologies for Absence.** Apologies for absence were received from Cllrs Alec Avery and Roger Austin, and from District Councillor Jeremy Millar.

3. **Declarations of Interest.** Cllr Powell and Cllr Mitcheson each declared an interest in Item 11. Cllr Mitcheson also declared an interest in Item 5.4.
4. **Minutes of the Previous Meeting.** The Minutes of the Meeting held on 2nd February 2015 were accepted as a correct record (Proposer; Cllr Pollard: Seconder; Cllr Jackson).
5. **Matters Arising from the Minutes.**
  - 5.1 **Minute 5.1: Patient Reference Group.** The Clerk reported that he had joined The Marches Practice's Patient Reference Group and would attend a meeting of the Group on 16th March. **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, which now had four of the required six members. Cllr Pollard said that he knew of one more volunteer. The Clerk was instructed to repeat the call for volunteers in the April *Newsletter*. **ACTION: CS**
  - 5.3 **Minute 5.3: Telephone Box Library.** The Clerk confirmed that he had thanked Mr Jonathan Sant for his work in adapting the telephone box.
  - 5.4 **Minute 5.4.1: Trees on the Village Green.** The Clerk reported that Mr Guy Homan had cut down the conifer on the village green.
  - 5.5 **Minute 5.5: Quotations for a Path to the Chapel Lane Bus Shelter.** The Clerk reported that Mr Robert Parker had completed the work and that an email had been received from a resident complimenting both the Parish Council for getting the work done and Mr Parker for the quality of the work.
  - 5.6 **Minute 5.6: Footpath Officer.** The Clerk reported that he had heard nothing further from Mrs Mandy Cole about becoming the Footpath Officer for Bodenham.
  - 5.7 **Minute 5.8: Signs to Bodenham Church and School.** The Clerk reported that Cllr Pollard had completed the missing wording on the sign himself. Cllr Mitcheson expressed the Council's thanks to Cllr Pollard for undertaking this task.
  - 5.8 **Minute 6.2: HGVs in Chapel Lane.** The Clerk reported that he had contacted S&A Produce and Berrington Water, who had agreed to investigate the matter. Cllr Powell said that she had seen a First Milk tanker in Chapel Lane. The Clerk was instructed to contact First Milk about this. **ACTION: CS**
  - 5.9 **Minute 7.2.3: 'Gates'.** The Clerk reported that he had contacted Balfour Beatty about installing 'gates' on the A417, but had yet to receive a reply.
  - 5.10 **Minute 8.1: Litter Pick.** The Clerk reported that he had made arrangements with Balfour Beatty for equipment for the litter pick and had placed an item in the March *Newsletter* about it.
  - 5.11 **Minute 9.1: The New Lengthsman Scheme.** See Item 8.1 below.
  - 5.12 **Minute 12.3: Clerk's Lengthsman Update.** The Clerk reported that he had made arrangements with the Lengthsman for the spreading of salt in cold weather.
6. **Opportunity for Members of the Public to Address the Parish Council.**
  - 6.1 Mrs Gwen Bowden thanked the Lengthsman for spreading salt along Brockington Road and elsewhere, but remarked that some of salt had been deposited in solid lumps.
7. **Councillors' Reports on the Parish Plan.**
  - 7.1 **Communications.** Cllr Mitcheson said that he had nothing to report.
  - 7.2 **Road Safety.** See Item 10 below.
  - 7.3 **Health.** Cllr Powell reported that the cost of cabinets for the defibrillators was £796 and the defibrillators would cost £800, plus fitting. When the donation of £278 from the Bodenham Community Charity and the reclaiming of VAT were taken into account, there remained a shortfall of £166. She thought that the cabinet at the School might have already been fitted, but she was still awaiting approval from The Marches Practice for the fitting of the cabinet at the Surgery. She remarked that, if the Marches Practice were unwilling to give approval for the Surgery to be used, it might be possible, subject to the agreement of the Siward James and Arkwright Trust, to locate a defibrillator at the Siward James Centre. Cllr Knott proposed that the Parish Council should fund any shortfall up to £250. Cllr Clarke seconded the proposal, which was agreed unanimously. After being asked by Cllr Mitcheson

about the training of defibrillator users, Cllr Powell said that training sessions would be arranged when the defibrillators had arrived.

## 8. **The New Lengthsman Scheme.**

8.1 The Clerk reported that the New Lengthsman Scheme differed from the old scheme in various ways, as follows:

8.1.1 Road lengths had been recalculated by excluding A roads, which resulted in most parish councils receiving lower funding for their lengthsman;

8.1.2 A match funding scheme had been introduced to allow funding to be topped up, to which Bodenham Parish Council had agreed to subscribe at a previous Meeting;

8.1.3 Lengthsmen can now fill minor potholes providing they have received the necessary training - as Bodenham's current Lengthsman has;

8.1.4 The procedure is that the Lengthsman and the Locality Steward liaise and agree about which potholes the Lengthsman should fill;

8.1.5 The Parish Council pays for equipment and materials for pothole filling from its lengthsman budget (though Bodenham's current Lengthsman has most of the necessary equipment already);

8.1.6 The 10% of the budget payable to the Parish Clerk for administering the Lengthsman Scheme no longer applies.

8.2 With reference to point 8.1.6 above, Cllr Knott proposed and Cllr Davis seconded that the Clerk's salary should be increased by an amount equivalent to one hour per week. This was agreed unanimously. The Clerk was instructed to make the necessary arrangements for this change to commence in April. **ACTION: CS**

## 9. **The Playground.**

9.1 The Clerk reported that a playground inspection would take place in the usual way at an unknown date.

## 10. **Road Safety**

10.1 Cllr Mitcheson said that he had obtained more quotations for 'gates' and VASs, which he would circulate. It was agreed, at Cllr Clarke's suggestion, that the Council should give priority to road safety measures on the A417 rather than the C1125 because of the uncertainty created by the proposed England's Gate and Shuker's Field housing developments. Cllr Powell asked whether a maximum cost limit should be set. Cllr Mitcheson said that £5,000 had been set aside both in 2014-15 and again in the Precept for the coming year, which should be sufficient to fund two VASs or two pairs of gates. He would try and provide a set of costings for the next meeting. He added that Mrs Justine Burnett (Senior Engineer at Balfour Beatty) had reported in a recent e-mail that 'gates' were being trialled in Bosbury and that she had passed to colleagues Bodenham Parish Council's requests for information about any conditions and restrictions applying to the installation of VASs and 'gates'.

## 11. **Finance.**

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

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

· Community Development Fund (NP repayment)	£904.78
· Robert Parker Building (Ltd.) (Bus shelter path)	£432.00
· Mrs Pam James-Moore (stamps, cartridges)	£54.78
· Clerk's expenses (stamps, printer cartridge)	£11.82
· R. P. Powell (additional defibrillator cabinet costs)	£331.20
· West Ridge Tree Surgery	£375.00
· DC Gardening Services (Lengthsman)	£90.00
· Leominster Community Resource Centre (February Newsletter)	£185.00
· Leominster Community Resource Centre (February Newsletter)	£201.75

## 12. Planning.

12.1 Three planning applications were considered in the light of reports from the Planning Sub-Committee and planning statements from Mr David Tilford, as follows:

12.1.1 **150426/FH: Pool Head Orchard, Chapel Lane; Proposed construction of one amenity block consisting of day room, bathroom and utility room and associated drainage works.** The Parish Council had no objection to this application, subject to the condition that the old amenity block be removed. (Proposer; Cllr Clarke: Secunder; Cllr Pollard).

12.1.2 **150341/CU: The Grain Store, Stonehouse Farm: Proposed conversion of agricultural building to create two dwellings.** In the event that comments are allowed on this application, Cllr James-Moore proposed and Cllr Powell seconded that the Parish Council's response should be that the agricultural buildings are not suitable for conversion to a dwelling. This was agreed unanimously.

12.1.3 **150437/F: Land to the South of Chapel Lane; proposed 49 dwellings, including affordable housing, car parking and landscaping.**

12.1.3.1 Cllr Mitcheson said that it would be difficult to arrive at a conclusion during the Meeting, given the complexity of the application and the need to read all the documentation thoroughly. He suggested that, since comments did not need to be made until 19th March, the Council should use the following fortnight to consider its response carefully.

12.1.3.2 Cllr Clarke said that Bovis Homes' proposed development was not wanted and the site was inappropriate for housing.

12.1.3.3 Mr David Tilford said that one argument made by the developer was that Herefordshire Council had no 5-year plan for the supply of land for housing development. However, such a 5-year plan had been posted on Herefordshire Council's website and this had been accepted by the Inspector and will become effective upon adoption of the draft Core Strategy.

12.1.3.4 Cllr Powell asked whether Bovis Homes could demonstrate that their proposal fits within Herefordshire Council's 5-year plan. Cllr Mitcheson said that the firm had based part of their argument in support of their proposal on there being no such plan. However, this was really only part of their wider argument that neither Herefordshire Council's Core Strategy nor Bodenham Parish Council's Neighbourhood Plan had yet been completed and approved. However, he noted that in some cases the Secretary of State had ruled that even emerging neighbourhood plans carried some weight.

12.1.3.5 He went on to say that a key issue was sustainability. For example, it could be argued that 40 houses on the land opposite England's Gate development – an immediate 15% increase in the size of Bodenham Moor - was sustainable, while an additional 49 houses on Shuker's Field – a 33% increase - was not

12.1.3.6 Cllr Mitcheson remarked that there were a number of possible reasons for objecting to the application, including the design of the houses, the effect of the development on four Grade 2 listed buildings, the dangerous nature of that stretch of the C1125, the increased traffic, both ends of the site being susceptible to flooding, inadequate sewerage and the presence within 400m of an intensive livestock unit. He suggested that, as it would not be possible to produce a fully considered response during the present Meeting, the planning sub-committee should meet to discuss this and be joined by himself and Mr David Tilford. This was agreed.

12.1.3.7 He asked whether the Parish Council should consider seeking Mrs Claire Rawlings' opinion on the issue. Cllr Knott proposed and Cllr Powell seconded that funding be made available for this. Agreement was unanimous.

12.1.3.8 Finally, Mr David Tilford suggested that all letters of objection should be copied to Mr Bill Wiggin MP.

13. **Updates.**

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

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

13.3 **Lengthsman.** See Item 8 above.

13.4 **Neighbourhood Plan.**

13.4.1 Cllr Mitcheson reported that the Data Orchard CIC Report analyzing the responses from the Neighbourhood Plan survey had now been on the Parish Website since 19 February, together with the Steering Group's 'Summary and Conclusions'. So far no comments on either had been received. A public meeting of the Steering Group was planned for 10 March in the Parish Hall when the main item on the Agenda was likely to be a request for feedback on the draft 'Summary and Conclusions' document.

13.4.2 He went on to say that the Steering Group had been in touch with Mrs Claire Rawlings, the independent planning consultant, and hoped to have her comments on the 'Summary and Conclusions' in time for the Meeting. The Steering Group was also arranging a meeting with her later in the month to discuss how best to translate the Survey findings into a fresh draft of the Neighbourhood Plan.

13.4.3 Turning to finances, Cllr Mitcheson reported that the Council had repaid the unspent part (£904.78) of the government's neighbourhood planning grant and, for the time being at least, the Neighbourhood Plan project was dependent on Parish Council funds to take it forward. He noted that £5,000 had been budgeted for this in the Precept for the coming year, but he suggested that the Parish Council needed to consider how to control such expenditure. For example, Mrs Claire Rawlings' work on the 'Summary and Conclusions' and her attendance at a working meeting with Steering Group members was likely to cost several hundred pounds. Payment for this was approved unanimously (Proposer; Cllr Jackson: Seconder; Cllr Pollard).

13.4.4 Cllr Mitcheson next reported that Locality had recently announced the next tranche of funding for neighbourhood planning and the key points appeared to be:

- The maximum grant had gone up from £7K to £8K.
- Those, like Bodenham, who had already received a grant, but not spent all of it, could apply for another up to the new maximum.
- The application (*aka* 'expression of interest') process was more complicated than ever before, with such information as the local 'level of deprivation' required.
- Any application must be for more than £1,000 and (obviously) less than £8,000.
- Applicants could only request the amount of money they anticipated spending during the next 6 months or before the end of the financial year, whichever was the earlier. The Steering Group would obviously apply for a grant once it had discussed what the project's timetable was likely to be over the next 6 months. (See Item 15.2 below).
- Grants could not be used to pay for work already completed.
- Applicants could request grants up to 4 times, but Locality anticipated that the average requirement would be only twice.

13.4.5 Finally, Cllr Mitcheson turned to Herefordshire Council's all-important Core Strategy on which all the Parish's neighbourhood planning work depended. The Examination had been completed between 10 – 25 February and the Steering Group was now waiting to hear the outcome and what changes to the Strategy would be required.

14. **Correspondence Not Previously Circulated.**

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

15. **Other Business.**

15.1. **District Councillor's Monthly Report.** The Clerk said that Cllr Millar had produced a monthly report, which had been circulated.

15.2 **Parish Website Maintenance.** Cllr Clarke asked whether Cllr Mitcheson was still seeking support for maintenance of the website. Cllr Mitcheson said that he had not yet made a decision about this. Cllr Clarke said that he would get a proposal for website maintenance. Cllr Mitcheson said that a grant for the Neighbourhood Plan could include funding for improving the website to meet the needs of neighbourhood planning more effectively.

15.3 **426 Bus Service.** Cllr Davis commented that the prospective improvements in the bus service are very welcome.

15.4 **Parish Council Election.** Cllr Mitcheson reminded the Meeting about the forthcoming parish council election.

16. **Dates of Next Meetings.**

16.1 The next two Meetings will be held on 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).



	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
C C Recharge												
British Legion Grant								50.00				
<b>TOTAL PC Expenditure</b>	1,187.91	1,322.01	2,145.96	537.21	544.66	1,800.82	1,067.22	1,537.61	1,046.24	584.75	1,851.38	468.61
<b>PC closing Balance</b>	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	19,419.77	19,421.16
<b>BFPG Open Balance</b>	2,815.07	2,815.07	2,827.07	2,734.37	2,743.81	2,650.29	2,623.47	2,623.47	2,950.22	2,885.57	2,885.57	3,325.57
BFPG Inc		30.00		30.00				365.00			440.00	
BFPG Ex		18.00	92.70	20.56	93.52	26.82		38.25	64.65			
<b>BFPG Closing Balance</b>	2,815.07	2,827.07	2,734.37	2,743.81	2,650.29	2,623.47	2,623.47	2,950.22	2,885.57	2,885.57	3,325.57	3,325.57
<b>N Plan Open Balance</b>	3,982.00	3,982.00	3,630.34	3,618.42	3,565.92	2,919.52	3,819.52	3,028.52	2,823.52	2,823.52	837.27	837.27
N Plan Income						900.00						
N Plan Expenditure		351.66	11.92	52.50	646.40		791.00	205.00		1,986.25		
<b>N Plan Closing Balance</b>	3,982.00	3,630.34	3,618.42	3,565.92	2,919.52	3,819.52	3,028.52	2,823.52	2,823.52	837.27	837.27	837.27
LADY Close Orchard	158.00	158.00	158.00	158.00	158.00	158.00	158.00	158.00	158.00	158.00	158.00	158.00
<b>Defibrillator Fund Opening Balance</b>		0.00	0.00	0.00	0.00	167.30	372.30	472.30	472.30	1,021.98	397.98	497.98
D Fund income					167.30	205.00	100.00		549.68		100.00	
D Fund expenditure										624.00		
<b>Defibrillator Fund Closing Balance</b>	0.00	0.00	0.00	0.00	167.30	372.30	472.30	472.30	1,021.98	397.98	497.98	497.98
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	5,008.82	5,008.82
<b>Total Closing Balance</b>	26,556.61	25,219.94	23,612.81	23,157.54	22,988.51	29,743.37	29,133.40	27,717.54	27,806.24	25,464.49	24,428.59	24,429.98



**BODENHAM FLOOD PROTECTION GROUP REPORT**  
**(2 MARCH 2015)**

1. **Summary of the Past Month.** Once again we have been fortunate in that rainfall over the past month has not been sufficient to raise water levels in local brooks significantly.
2. **Monthly Meeting.** Our second monthly Meeting of 2015 last Tuesday (24 February) was attended by 28 members.
3. **External Contacts.**
  - a. **Herefordshire Council.** We continue to await responses from Herefordshire Council on the issues of flood reporting and signage and 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 was held in London on 12 February. Because of another important commitment, the Secretary was unable to attend, but has contributed to discussion after the meeting by e-mail.
  - c. **Participatory Geographic Information Systems for Flood Risk Communication.**
    - (1) The Group received an e-mail inviting it to contribute to a research project being carried out by a MSc student at the University of Leicester on 'Participatory Geographic Information Systems for Flood Risk Communication'.
    - (2) The development of software technology and the spread of the internet have meant that geographic information systems which allow the user to illustrate and model such issues as flood risk on desktop computers have become widely available. This has meant, in turn, that ways of accessing flooding data, of calculating flood risk and of making decisions about how best to protect against flooding are changing. In the past these have been the preserve of experts, but there is now a realisation that providing engineered defences is not always practicable; managing flood risk involves too many uncertainties. There is therefore a move to get citizens to take more responsibility for where they live and how they manage the associated risks, to tap into their detailed knowledge about local flooding, and to allow them to get involved in making decisions about how local flood risks are managed. Participatory Geographic Information Systems provide the means for achieving all of this, although the technology is not yet fully developed and there are many pitfalls in how it is applied.
    - (3) Since the deadline for responses was short, the Secretary completed an on-line questionnaire on behalf of the Group.

4. **Annual Coffee Morning**. The Annual Coffee Morning raised just over £400. Sincere thanks are due to all those who contributed to its success by helping to organise it, or by attending it or supporting it in any other way.

5. **Future Social Events**.

a. **Annual Barbecue**. Mr and Mrs Schwartz have once again kindly offered to host the Annual Barbecue, which will be held at Willow Cottage on Saturday, 27 June 2015.

b. **Annual Quiz Night**. The Annual Quiz Night will be held in the Parish Hall on Friday, 27 November 2015.

K.A.M.