

**MINUTES OF THE PARISH COUNCIL MEETING
HELD AT THE SIWARD JAMES CENTRE
at 7.30 pm on Monday, 2nd September 2019**

Present: Cllr A Avery Cllr S Collin Cllr J Crane Cllr P James-Moore
Cllr S Maxwell Cllr C Pickard Cllr D Tilford Cllr K Tremain

Ward Councillor John Harrington was also present

9 members of the public were present.

1. **Apologies for Absence.** Apologies for absence were received from Cllrs Layton and Morris.
2. **Declarations of Interest.** Cllr James-Moore declared an interest in Item 15.
3. **Minutes of the Previous Meeting.** The Minutes of the previous Meeting were approved as a correct record (Proposer; Cllr Tilford: Seconder; Cllr Collin).
4. **Matters Arising from the Minutes.**
 - 4.1 **Minute 4.1: Waste Bin in the Conservation Area.** The Clerk and Cllr Tilford had identified and circulated details of potentially suitable bins, one of which was chosen by the Meeting. Cllr Avery suggested that a suitable location would be in the car park, rather than outside the School, but Cllr James-Moore suggested that the location should be decided after the bin had been purchased. This was agreed. The Clerk was instructed to purchase an Osprey post wall school logo litter bin. **ACTION: CS**
 - 4.2 **Minute 4.2: Playground Sign.** The Clerk reported that he had contacted a sign writer about overwriting the age range on the sign. **ACTION: CS**
 - 4.3 **Minute 4.6: Noticeboard Near the War Memorial.** See Minute 9 below.
 - 4.4 **Minute 5.4: Voluntary Group System; Weobley Parish Council.** Cllr Pickard said that she had not yet researched this matter. **ACTION: CP**
 - 4.5 **Minute 5.5: Moss on Pavement in Millcroft Road.** The Clerk said that he had asked the Lengthsman to remove the moss.
 - 4.6 **Minutes 6.1 and 6.2: Trees on the Village Green.** The Clerk reported that he had contacted Balfour Beatty about the two small diseased chestnut trees and had been told that they would be felled. The Clerk also reported that he had contacted the Lengthsman about removing the small elder trees growing under the lower branches of two of the Lawson's cypresses, but did not know whether the work had yet been done.
 - 4.7 **Minute 7: Contingency Planning.** The Clerk reported that he was progressing with preparing a contingency planning document.
 - 4.8 **Minute 9: Planning Application 192594: Church Cottage.** The Clerk said that he had requested and had been granted an extension to the deadline for making a representation.
 - 4.9 **Minutes 12.3 and 12.5: Newsletter Items.** The Clerk said that he had mentioned overhanging hedges and forming a volunteer group for the Playground in the Parish Council report in the September *Newsletter*.
 - 4.10 **Minute 12.7: Concrete Path to the Playground.** Cllr Collin and Cllr Layton had each obtained a quotation. The quotation from Mr Fisher obtained by Cllr Collin was accepted (Proposer; Cllr Tilford: Seconder; Cllr Crane). Cllr Maxwell asked when the work would be done. Cllr Collin thought that the work would be done soon, because Mr Fisher, a farmer, would be less busy on farm activities shortly. Cllr Collin mentioned that the hole in the Playground had still not been repaired, and that she was still awaiting a reply from Kompan.
 - 4.11 **Minute 12.9: Hedges on the C1121.** The Clerk said that he had reported the matter.

4.12 **Minute 12.10: Dog fouling sign for Bodenham School.** The Clerk said that the sign had been given to the School.

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

5.1 Mr Tony Clark said that the noticeboard on the village green is taking in water. Cllr Crane said that he had noticed this and would contact the maker. **ACTION: JC**

5.2 Mrs Rebecca Ward from The Toll House on the A417 reported that she and her partner were having problems with the North Herefordshire Hunt. Cllr Collin suggested that they send a recorded delivery letter to the Chairman of the Hunt. Mrs Ward said that they had already contacted the Hunt - to no effect. Cllr Collin said that she would make enquiries into the matter. Cllr Avery suggested that they contact the Master of Foxhounds Association. Mrs Ward said that they had already done so and that the Association was an advisory body only with no power of enforcement. **ACTION: SC**

6. **Parish Council Summit on 20th September.** Cllr Tremain and the Clerk agreed to attend the Summit.

7. **Millcroft Brook Telemetry Monitor.** This Item was not discussed.

8. **Playground Gate.** Cllr Avery reported that he had repaired the playground gate.

9. **Noticeboard by the War Memorial.** Cllr Crane circulated a draft of the possible display for the noticeboard. Cllr James-Moore said that it was appropriate that the noticeboard contain information about the project's volunteers, but suggested that their names rather than their photographs should appear on the noticeboard. Cllr Crane said that the display could be revised, after which the Parish Council can identify a precise location for the noticeboard. In the meantime, Cllr Crane said, he would obtain quotes for the construction and installation of the noticeboard.

ACTION: JC

10. **SID Replacement.** The Clerk reported that the SID was now in full working order, so this Item no longer needed urgent discussion. The Clerk said that he would add information about the SID and replacing it to the contingency planning document.

11. **Bodenham Lake ACV.** The Clerk reported that the Asset of Community Value (ACV) application approved in 2014 had been made by The Friends of Bodenham Lake, and that it would be more appropriate for them to submit a new ACV application, rather than Bodenham Parish Council doing so. The Clerk added that in his view it would be impractical for the Parish Council to take over the running of the Lake should the opportunity arise following the triggering of an ACV. It was agreed that the Parish Council would not pursue this matter any further.

12. **Parish Tour.** The Clerk reported that a parish tour had been arranged for 10am on Wednesday 25th September starting at the Parish Hall. Cllrs James-Moore, Collin and Crane offered to accompany the Clerk on the tour. The Clerk said that he would ask the Locality Steward how many people he could accommodate on the tour. The Clerk asked that he be notified of any defects for the tour to examine as soon as possible.

13. **Precept Planning.** The Clerk reported that the annual precept request had to be submitted by 31st December, and that there was a vacancy on the Precept Sub-Committee, which currently consisted of Cllr Tremain and himself. Cllrs Collin and Maxwell agreed to join the Sub-Committee.

14. **Wood House Lane Mirror.**

14.1 Cllr Collin reported that the mirror on the A417 at the end of Wood House Lane had been damaged by an inappropriate cleaning attempt. She said that she had researched new mirrors, which would cost somewhere between £1.7k and £2.2k.

14.2 Cllr Collin said that the new road markings on the A417 are ineffective in slowing traffic, as are the new gates. Cllr Tilford said that the only solution is a Vehicle Activated Sign. Cllr Harrington said that he would arrange a site meeting. Cllr Maxwell asked whether the

site visit could also look at the traffic problems on the C1125. Cllr Harrington agreed to this and asked what the Parish Council's view was about the drawings produced for the chosen option from the feasibility study for the proposed new stretch of pavement. The Clerk replied that no drawings had been sent to him for circulation to Parish Councillors. Cllr Harrington said he would investigate.

ACTION: JH

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 Pickard). The accounts are attached as Annex A.

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

- C D Smith (Clerk's expenses: printer cartridges)	£15.00
- Hydro International (Telemetry system maintenance)	£252.00
- Mrs B A Mitcheson (Empty sandbags for BFPG)	£30.00
- Mrs B A Mitcheson (SID PDA repair)	£35.00
- Mrs B A Mitcheson (Sandbag cage membrane)	£35.96
- Leominster Community Resource Centre (July/August Newsletter)	£201.75
- Leominster Community Resource Centre (September Newsletter)	£201.75
- Cllr P James-Moore (Expenses)	£32.00
- Mr M Darley (Footpath Officer's invoice 392)	£50.00

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

16. **Planning.** The following planning application was considered:

- *192594: Church Cottage, Church Walk: Proposed single storey rear extension and pitched roof to existing garage.* Cllr James-Moore said the Planning Sub-Committee had made a site visit, and that, thereafter, she had spoken to Cllr Harrington about the application. Cllr Harrington said that he had spoken to the relevant planning officer, who had said that the development was covered by permitted development rights. Cllr Tilford had prepared and circulated a planning statement, which stated that the current design would severely affect the amenity of surrounding properties. Cllr Tilford said that his view was that there were sound planning policy reasons for objecting to the application. It was agreed unanimously that the Parish Council should object to the application (Proposer; Cllr Tilford: Seconder; Cllr Collin).

17. **Updates**

17.1 **Bodenham Flood Protection Group.** The Clerk said that Mr Tony Mitcheson had sent a monthly report, which is attached as Annex B and was accepted by the Meeting.

17.2 **Parish Hall.** In the absence of Cllr Layton no report was given.

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

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

19.1 **District Councillor's Report.** Cllr Harrington said that:

- Herefordshire Council had decided to pause and review both the Southern Link Road and the Western Bypass - the review to be completed by Christmas - because there is evidence that neither road will have a significant impact on reducing traffic congestion:
- traffic lights might be removed at the Asda and Steels roundabouts, leaving those roundabouts without priorities:
- Herefordshire Council are considering the possibility of building a bridge over the River Wye to the East of the City:
- Herefordshire Council are considering purchasing 100 electric buses, which would offer free rides to schoolchildren:

- budget planning is underway, one possibility being to restore money for Lengthsmen:
- the process of Herefordshire Council moving from a cabinet system to a committee system is underway.

19.2 Cllr Collin asked Cllr Harrington about delays at the A49/A417 junction. Cllr Harrington said that Highways England would consider installing a roundabout at the junction, if they could obtain sufficient land, but joining the A417 to the Marlbrook roundabout was not feasible.

19.3 Cllr James-Moore reported that she had given a gift to Mr Tony Mitcheson on behalf of the Parish Council, as was approved at the last Meeting.

19.4 Cllr Tilford reported that there were concerns about the size of a cupressus leylandii growing in the car park opposite the School and obstructing part of the car park and the Parish Council noticeboard. It was agreed that the tree should be removed, but because the tree is in the conservation area, planning permission would be needed. The Clerk was instructed to find out what the regulations are about removing a tree in a conservation area. Cllr Tilford said that he would obtain a quotation for removing the tree.

ACTION: CS and DT

19.4 Cllr Tilford raised a matter arising from an email from Dr Richard Collins about problems where bridleway BM1 meets the C1121 near to Bank House. Mr Mike Darley said that the landowners were responsible under riparian regulations for maintaining the bridleway. The Clerk said that he would contact both the Locality Steward and the Public Rights of way officers for advice.

ACTION: CS

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

20.1 The next Meetings are at 7.30pm on 7th October and 4th November.

20.2 There being no other business, the Meeting closed at 9.15pm.

AUGUST 2019 accounts**OPENING BALANCE on 18th JULY 2019 = £47313.23**

Date	Income	Expenditure	Comment
22nd July 2019	£50.00		Newsletter advertising (Andrew Jelley Opticians)
22nd July 2019		£56.76	HMRC (Clerk's PAYE)
22nd July 2019		£201.75	June Newsletter
25th July 2019	£65.00		Newsletter advertising
31st July 2019	£482.04		VAT refund
31st July 2019		£227.50	Clerk's salary
6th August 2019		£58.50	PC room hire
6th August 2019	£44.50		Newsletter advertising
7th August 2019		£30.00	Footpath Officer's invoice 385
8th August 2019		£34.86	Clerk's expenses
9th August 2019	£80.00		Newsletter advertising (E J Caldwell (Pilates))
13th August 2019	£5.00		Newsletter advertising (Suart CPM)
14th August 2019		£213.63	BFPG waders
TOTALS	£726.54	£823.00	

CLOSING BALANCE on 18th AUGUST = (£47313.23 + £726.54 - £823.00) = £47216.77



BODENHAM FLOOD PROTECTION GROUP REPORT **(2 SEPTEMBER 2019)**

1. **Summary of the Past Month.** Despite quite a lot of rain, flooding has not been a concern.
2. **Monthly Meeting.** On Tuesday, 27 August 23 members attended the Group's eleventh AGM. Because of ill health, one member felt unable to continue as an Area Representative and was replaced. With that exception, all existing Committee Members and Area Representatives kindly volunteered to serve for another 12 months and were duly re-elected. The list of office-holders for 2019-20 is attached for information at Annex A. No amendments were proposed to the Group's Constitution which remains unchanged.
3. **Bodenham Natural Flood Management (NFM) Project**
 - a. One of the conditions imposed by the Environment Agency (EA) on the NFM Project is that the data gathered from the telemetry system in the Millcroft Brook should be made publicly available. On 19 August Mrs Beth Lewis, the Project Coordinator, sent the Chairman the log-in details for a prototype website designed to meet this EA remit and asked him for his comments on it.
 - b. He provided these, the main one being that, because the trial website was largely just a copy of the existing early warning one, it contained a lot of system information of little interest to the public. More importantly, it contained the telephone numbers and e-mail addresses of local residents who receive flood alerts from the system. He said that this was not acceptable. Mrs Lewis has agreed and will be talking to Hydro-International about what can be done to remove or block these details.
 - c. The Chairman also explained that it was the Parish Council, rather than himself, who would be responsible for giving the Parish's approval for the new website and he had therefore copied the correspondence to Cllr James-Moore and the Parish Clerk.
4. **Working Parties.**
 - a. On Saturday morning (24 August) fifteen members gave up their time to checking and repairing all the sandbags in the container behind the Parish Hall. Despite it being a very hot day, they completed the task in under an hour, not counting the time then devoted to refreshments in the form of coffee, tea and cake. Some 212 sandbags were 'processed' of which 59 needed to be re-bagged, a larger number than had been expected partly because several had been damaged by rodents. The opportunity was also taken to clean out the container, replace one of the pallets, and renew the notice on the door.
 - b. The next planned working party sessions will take place on:

(1) **Friday, 6 September** at 6.00pm to check and repair the sandbags in the two cages on the Bodenham School car park. This is a regular task on the Group's Maintenance Schedule, but has been brought forward in response to a complaint that the cages and the salt bags next to them were looking untidy in what is a Conservation Area. One of the cages has an old blue tarpaulin covering its sandbags and this will be replaced with less obtrusive black sheeting. Although not a BFPG responsibility, the Group will also attempt to tidy up the nearby the stock of salt (and have already removed the collection of full dog poop bags also deposited there).

(2) **Friday, 20 September**, meeting at Brook House at 6.00pm. The aim will be to clear the relief channel.

5. **Salt.**

a. Some years ago the Parish Council obtained from Herefordshire Council bags of salt for use on local roads and pavements in icy winter conditions. These salt bags were stockpiled behind the Parish Hall and subsequently some were redeployed elsewhere (for example, to the school car park, as already mentioned), while others have disappeared, presumably taken by private individuals. The remaining bags behind the Parish Hall have badly biodegraded and have long been an eyesore, with broken plastic bags and torn plastic sheeting strewn around.

b. Although not a BFPG responsibility, the Group have taken it upon themselves to salvage as much of the salt as possible, put it into sandbags, mark these as 'Salt', and store them separately inside the BFPG container to prevent further biodegradation. If the Parish Council requires them, access can be obtained by contacting the BFPG Secretary. Members of the Group have also removed the remaining litter from the site, but the remains of the two pallets on which the salt was originally stored remain for disposal by the Parish Council.

6. **Social Calendar.**

a. The next event on the Group's social calendar is the Annual Bonfire Party which will be held at Millcroft Farm at 6.00pm on Saturday, 12 October.

b. The Annual BFPG Quiz will be held in the Parish Hall at 7.00pm on Friday, 29 November. Entry will be £5.00 per person and, as last year, participants are free to bring their own drinks and nibbles.

c. The Annual BFPG Coffee Morning will be held in the Siward James Centre from 10.00am to 12.00 noon on Saturday, 8 February 2020.

d. As always, attendance by Councillors at any, or all, of these events will be most welcome.

K.A.M.

BODENHAM FLOOD PROTECTION GROUP



Chairman: Mr Tony Mitcheson

Treasurer: Mrs Babs Mitcheson

Operations Manager: Mr Tony Mitcheson

Secretary/Sandbag Containers and Cages: Mrs Babs Mitcheson

The Moor:

The Moor Road/Sandbag Cage: Mr Andrew Maxwell: 797946

Chapel Lane Sandbag Cage Key Holder: Mr Robert Pritchard: 797428

Brockington Road (2 -31& 35): Mrs Sue Pearman: 797688

Brockington Road (1, 32-34, 36 – 42A): Mrs Rebecca Burnill: 797823

Brockington Road (43- 54): Mrs Gwen Bowden: 797868

Siward James/Sandbag Cage: The Warden: Mrs Victoria Paterson : 797412

Ash Grove Close: Mrs Jean Fryer: 797338

Ash Grove View: Mr David Harris: 797575

Ash Grove View: Cllr Alec Avery: 797744

Millcroft Road: Miss Barbara Gibson: 797643

Bodenham Village:

Mr David Ayshford Sanford: 797549

Sandbag Cage Key Holder: Mr Barry Wilson: 797013

Maund Bryan:

Mr Philip Broomhead 797167

Bodenham Flood Protection Group Meeting Dates 2020

These Meetings are open to ALL MEMBERS OF THE PUBLIC

All Meetings, unless otherwise notified will be held on the last Tuesday of the month at Siward James Centre starting at 7.30 pm

January	28 th	July	28 th
February	25 th	August	25 th – AGM
March	31 st	September	29 th
April	28 th	October	27 th
May	26 th	November	24 th
June	30 th		

If you are unable to attend, or have points which you would like to be raised at a Meeting, please contact the Secretary, Mrs Babs Mitcheson, on 797170 or by email at BabsMitcheson@aol.com

The above dates will appear in the appropriate month's Bodenham Newsletter and on the Parish Website.