

**BODENHAM PARISH COUNCIL****MINUTES OF THE PARISH COUNCIL MEETING  
HELD AT THE SIWARD JAMES CENTRE  
at 7.30 pm on Monday, 3rd April 2017**

**Present:** Cllr Alec Avery      Cllr Tony Clark      Cllr Jim Crane      Cllr Pam James-Moore  
Cllr Richard Layton      Cllr Tony Mitcheson      Cllr David Tilford

District Cllr Bruce Baker was also present.

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

1. **Apologies for Absence.** Cllrs Jackson and Tremain sent apologies for their absence.
2. **Declarations of Interest.** Cllr Mitcheson declared an interest in Item 10.3.
3. **Minutes of the Previous Meeting.** The Minutes were accepted as a correct record (Proposer; Cllr Clark: Seconder; Cllr Crane).
4. **Matters Arising from the Minutes.**
  - 4.1 **Minute 15.2: Additional S&A Road signs.** The Clerk reported that Mr Robin Quant had emailed to say that the matter was still ongoing, but that he was leaving Balfour Beatty Living Places (BBLP) and had ensured that the issue would be handed over to his successor, when he/she was appointed.
  - 4.2 **Minute 15.4: Community Speedwatch Scheme.** The Clerk reported that he had heard nothing since November from West Mercia Police about the Scheme, and would contact them again. **ACTION: CS**
  - 4.3 **Minute 15.5: Drain Cover in Church Lane.** The Clerk reported that the drain cover was probably dislodged by school buses as they turned the corner. He said that he would report the problem again and would request that an alternative solution to the problem be found. **ACTION: CS**
5. **Opportunity for Members of the Public to Address the Parish Council.**
  - 5.1 Mrs Liz Davies asked about the overhanging hedge on the C1125 North of the Surgery. After discussion, it was agreed that the Clerk should consult the Lengthsman about the matter. **ACTION: CS**
  - 5.2 Mrs Liz Davies also asked about the leaves which had accumulated on the C1125 between the village green and the Post Office, which made life difficult for people walking along the pavement. After discussion, it was agreed that the Clerk should ask the Lengthsman about the matter. **ACTION: CS**
  - 5.3 Mrs Anne Stephens asked whether a date had been given for the paving to be installed at the bus stop opposite the Chapel Lane bus shelter. The Clerk said that Mr Robert Parker had said that the work would be done in "late spring". The Clerk agreed to remind Mr Parker of this. **ACTION: CS**
6. **Vacancy on the Parish Council.** Mrs Sharon Collin had put her name forward for the vacancy and answered questions from Councillors. Cllr Mitcheson asked whether, in addition to running her own business, she would be able to devote sufficient time to Parish Council matters and Mrs Collin assured him that she would. Cllrs Crane and Layton commented that a younger person with business experience would be an asset to the Parish Council. Cllr Tilford proposed and Cllr Clark seconded that Mrs Collin be co-opted. This was agreed unanimously.
7. **Section 106 Monies.** There was much discussion about the allocation of Section 106 monies to schools with no apparent connection to Bodenham, after which the Clerk was instructed

to arrange a meeting with Herefordshire Council to discuss the Parish Council's funding for the playground. See Also Item 14.1.1 below. **ACTION:CS**

8. **Audit.** The Clerk reported that Mr Paul Hemming had agreed to act as internal auditor and that the audit figures would be presented to the next Parish Council Meeting for approval.

9. **Lengthsman Update.** The Clerk reported that a contract with BBLP was awaited. Cllr Tilford suggested that once the contract had been received, it would be useful to have a meeting with the lengthsman to discuss his future work. Cllrs Crane, Layton and Mitcheson expressed an interest in attending such a meeting.

10. **Finance.**

10.1 **Parochial Church Council Grant Request.** The Clerk had circulated a request from the Parochial Church Council for a grant towards grass cutting in the churchyard. Cllr Tilford proposed that the previous grant of £1000 be raised by 2% in line with inflation to a figure of £1020. Cllr Avery seconded the proposal, which was agreed unanimously.

10.2 **Monthly Accounts Statements.** The monthly accounts and spreadsheet, which the Clerk had circulated earlier, were presented and approved (Proposer; Cllr Mitcheson: Seconder; Cllr Clark). The accounts are attached as Annex A.

10.3 **Outstanding invoices.** Payment of the following invoices was approved (Proposer; Cllr Layton: Seconder; Cllr Tilford).

|   |         |
|---|---------|
| - Clerk's expenses (printer cartridges, large envelopes)  | £16.50  |
| - Leominster Community Resource Centre (April Newsletter) | £185.00 |
| - K.A. Mitcheson (Replacement SID battery)                | £186.00 |
| - DC Gardening Services (Lengthsman's March invoice)      | £864.00 |

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

- 170606: *Wynmoor: Demolition of rear single-storey bathroom extension. Construct a two-storey bedroom & bathroom extension.* Cllr Tilford had prepared a planning statement to the effect that the applicants had submitted revised plans, which reduced the size of the proposed extension very slightly, and that the application would now almost certainly be approved. Cllr Mitcheson said that regardless of whether or not the Parish Council thought that the application was likely to be approved, if the Council felt that it should object to the application, it should do so. It was agreed that the Parish Council should object to the application and that Cllr Tilford should revise his planning statement for submission to Herefordshire Council accordingly. **ACTION: DT**

- 170966/XA2: *Halfway House: Approval of details reserved by condition.* The Parish Council made no objection to this revised application.

- 171064: *Bodenham Parish Hall: Proposed base station installation.* Cllr Tilford circulated a planning statement and a photograph of the site with a mast superimposed on the photograph. Cllr Mitcheson said that, given that the draft Bodenham Neighbourhood Plan was seeking to designate the area around the planned site for the mast as a 'local green space', the proposed mast might not be appropriate there. Cllr Avery asked about grounds for objection, while Cllr Clark asked about the necessity for a mast. Cllr Tilford said that his planning statement covered both questions. Cllr Mitcheson suggested that Cllr Tilford be asked to amend the planning statement to incorporate the point about 'local green space' and that this revised statement be submitted to Herefordshire Council. This was agreed.

**ACTION: DT and CS**

12. **Updates.**

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

12.2 **Parish Hall.** Cllr Layton said that the Parish Hall Management Committee had held a meeting to consider the proposal to site a mobile phone mast at the Parish Hall, and that it had been decided at this Meeting that the matter be referred to the Parish Council.

12.3 **Lengthsman.** See Item 9 above.

12.4 **Neighbourhood Plan.** Cllr Mitcheson gave a report, which is attached as Annex C.

13. **Correspondence Not Previously Circulated.** The Clerk reported that no correspondence had been received, which had not been circulated.
14. **Other Business (including the District Councillor's Report).**
- 14.1 **District Councillor's Report.**
- 14.1.1 Cllr Baker said that he had queried the allocation of Section 106 money to schools with no apparent connection to Bodenham, such as St Mary's RC High School, and that he had been told that St Mary's received money because it is the only such school in Herefordshire.
- 14.1.2 Cllr Baker said that a contractor had been appointed to carry out the work at the junction of the A417 and Woodhouse Lane, and that he would monitor the situation following the departure of Mr Robin Quant from BBLP (see Item 4.1 above). Cllr Baker added that the Parish Council might be asked to make a contribution towards the cost of the work.
- 14.1.3 Cllr Baker reported that Mr James Howell, the Locality Steward, had left BBLP, and that his temporary replacement was Ms Linzy Outrim, whom, Cllr Baker said, he hoped to meet soon.
- 14.1.4 Cllr Baker said that he had had a meeting with the Highways Agency to discuss improvements to the A49/A417 junction and had been told that "the matter was being dealt with".
- 14.1.5 Cllr Baker said that he had had a meeting with Humber, Ford and Stoke Prior Group Parish Council to discuss the lack of gritting on the C1120, which, Cllr Baker suggested, might be best dealt with by organising a petition.
- 14.2 **Village Gateway Scheme.** Cllr James-Moore asked Cllr Crane about the village gateway scheme. Cllr Crane said that he had been asked by Mr Robin Quant of BBLP for a site meeting, but Mr Quant had left BBLP before a meeting could be arranged. The matter was therefore pending until a successor to Mr Quant is appointed.
- 14.3 **Parish Hall Defibrillator.** Cllr James-Moore asked about painting hatched lines in front of the defibrillator at the Parish Hall. The Clerk said that he would contact Mr Robert Parker about this. **ACTION: CS**
- 14.4 **Litter Pick Risk Assessment.** Cllr Crane asked about a risk assessment for the litter pick. Cllr Mitcheson noted that it would be important to have a list of all the participants and that they should all be properly equipped and briefed.
- 14.5 **Consultation on Revised Code of Conduct.** Cllr Tilford reminded Councillors that Herefordshire Council had sent a suggested revised code of conduct to all parish councils for comment. He asked whether the Parish Council would be prepared to adopt it. Cllr Mitcheson said that the draft code of conduct was shorter and to that extent more user-friendly than Herefordshire Council's existing Code of Conduct on which the Parish Council's own one was based. He suggested that the Parish Council should wait until Herefordshire Council had decided whether or not to adopt their revised version and indicated whether or not parish councils should follow suit. This was agreed.
- 14.6 **A417 Vehicle Speed Data.** Cllr Tilford asked whether data are available from the speed camera vans, which are often seen on the A417 opposite Saffrons Garage. The Clerk was instructed to request feedback from the Safer Roads Partnership. **ACTION: CS**
15. **Date of Next Meeting.**
- 15.1 The next Meetings will be held on Mondays 8th May (Annual Meetings), 5th June and 3rd July
- 15.2 There being no other business, the Meeting closed at 9.15pm.

March 2017 accounts

OPENING BALANCE on FEBRUARY 17th 2017 = £30121.27

| Date               | Income  | Expenditure | Comment   |
|--------------------|---------|-------------|---|
| 20th February 2017 |         | £37.84      | <b>Clerk's</b> PAYE   |
| 28th February 2017 |         | £151.67     | <b>Clerk's</b> salary   |
| 8th March 2017     | £335.50 |             | Newsletter advertising  |
| 13th March 2017    |         | £19.60      | <b>Clerk's</b> expenses   |
| 13th March 2017    |         | £91.00      | Mr D Tilford (NP expenses)                                      |
| 14th March 2017    |         | £30.00      | Mrs B A Mitcheson (SID software fix)                            |
| 14th March 2017    |         | £37.70      | Mr K A Mitcheson (NP expenses)                                  |
| 14th March 2017    |         | £57.23      | Mr K A Mitcheson (NP expenses)                                  |
| 15th March 2017    |         | £60.00      | DC Gardening Services<br><b>(Lengthsman's</b> February invoice) |
| 15th March 2017    |         | £615.00     | Mr M Moir (plants of Open Spaces Project)                       |
| 17th March 2017    |         | £185.00     | Leominster Community Resource Centre (February Newsletter)      |
| 17th March 2017    |         | £194.25     | Leominster Community Resource Centre (March Newsletter)         |
| 17th March 2017    |         | £1699.84    | Groundwork UK (Return of unspent NP grant)                      |
| TOTALS             | £335.50 | £3179.13    |   |

CLOSING BALANCE on 17th MARCH = (£30121.27 + £335.50 - £3179.13 ) = £27277.64



**BODENHAM FLOOD PROTECTION GROUP REPORT**  
**(3 APRIL 2017)**

1. **Summary of the Past Month.** Once again the weather has been relatively kind over the past month and the telemetry system has only issued one alert during that time. This was at 6.15am on 22 March after a night of heavy rain and the water level had fallen back below 0.5m by 11.00am. There has therefore been no cause for concern regarding flooding.
2. **Monthly Meeting.** The Group's monthly Meeting was held on Tuesday, 28 March and was attended by 24 members.
3. **The Orchard Close Culvert.**
  - a. You will remember that at the last Meeting I reported that Mr Joel Hockenull, BBLP's Senior Drainage Engineer, had called an on-site meeting on Wednesday, 8 February to discuss the Orchard Close culvert. No decisions were made at that Meeting, but I have subsequently spoken to Mr Hockenull and he tells me that the scheme has been agreed in principle, but that the landowners, Mr and Mrs Pugh, have requested another on site meeting to agree the details. The question of cost has not yet been raised, but no doubt the Parish Council will be asked for a contribution in due course.
  - bc. We are still awaiting news of the study into the possible replacement of the Ketch Lane culverts.
4. **Future Events.**
  - a. At the March Meeting the Group discussed its preparations for the coming working party 'season' and agreed that one of the first priorities would be to paint the new sandbag container at the Parish Hall to protect it from rust and to allow it to blend better into its surroundings. This task is obviously weather dependent and will be done during the day, rather than at an evening working party, once we get a spell of sunshine. The first normal evening working party is planned for the evening of Thursday, 27 April, when the Group will start clearing the Millcroft Brook and also complete the annual sandbag checks by inspecting and repairing the sandbags in the cage on the school car park. As ever, Councillors will be most welcome to visit the working party, or even to lend a hand.
  - b. The Group's next social event remains the Garden Party and Barbecue at Millcroft Farm on Sunday, 23 July, as I reported at the last Meeting.

K.A.M.

### **PROGRESS REPORT ON THE DRAFT NEIGHBOURHOOD DEVELOPMENT PLAN**

Since the last Meeting our independent planning consultant, Mrs Claire Rawlings, has seen our draft replies to the responses we received from the Regulation 14 Consultation and has commented on them to us. David Tilford and I had a meeting with her last Friday (31 March) and discussed with her the issues raised by the Consultation and the way forward.

At the same time Herefordshire Council have looked at our housing supply figures and agreed them, so we now have a firm basis for our next task which is drafting the Regulation 16 version of the Neighbourhood Plan. This will be the draft which, subject to approval by Herefordshire Council, will go the government inspector for Examination and then, all being well and subject to any modifications required by the Inspector, to a Parish Referendum.

Alongside the Regulation 16 draft Plan we have to submit four other documents to Herefordshire Council and the Inspector:

- The first is the Consultation Statement. This is a lengthy document demonstrating to the Inspector that we have fully and properly consulted the local community in the preparation of the draft Plan. It therefore has to contain a description of how we have prepared the Plan, complete with photographs, copies of posters advertising meetings, summaries of issues raised and, of course, all the Parish Council's replies to the responses generated by the Regulation 14 Consultation.
- The second document is the Basic Condition Statement which certifies that our draft Plan complies with national and EU law and regulations.
- The third document is the Habitat Regulations Assessment (HRA) which demonstrates to the Inspector that implementation of the draft Plan will not have any "Likely Significant Effects" on any protected site, such as a Special Area of Conservation.
- The fourth document is the Strategic Environmental Assessment (SEA) which demonstrates to the Inspector that the draft Plan will not have any adverse environmental effects on, for example, local wildlife sites, SSSIs and other protected sites, on the landscape, on local heritage, on air, water, or soil quality or the climate, on human health, or on the needs of the local population, and so on.

Fortunately, almost all the work on the last two documents – the HRA and the SEA – is done for us by Herefordshire Council, while our planning consultant will draft the Basic Condition Statement. That means that we are now concentrating on the Consultation Statement and the draft Plan itself. If all goes well we would hope to submit everything to Herefordshire Council in July/ August with the possibility of the six week Regulation 16 Consultation taking place in September/ October.

Finally, I am pleased to report that our bid for more government funding has been successful, subject to our producing bank account details, etc. As a result we should have £3,170 in our bank account in about a fortnight's time. Once we have spent that, however, we shall have used up all of the £9,000 which the government allows us for neighbourhood planning. Since we will be relying on our planning consultant to do quite a lot for us in this next stage, it is likely that I shall be coming to the Parish Council itself for money in a few months' time.

K.A.M.