

BODENHAM PARISH COUNCIL

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

Present: Cllr A Avery Cllr T Clark Cllr S Collin Cllr J Crane
 Cllr P James-Moore Cllr T Mitcheson CllrD Tilford Cllr K Tremain

District Councillor Bruce Baker was also in attendance.

10 members of the public were present.

1. **Apologies for Absence.** Apologies for absence were received from Cllrs Jackson and Layton.
2. **Declarations of Interest.** Cllr Mitcheson declared an interest in Item 10.
3. **Minutes of the Previous Meeting.** Cllr Tilford pointed out that the Minutes of the previous Meeting omitted a Minute about the setting up of a sub-committee to examine the Lengthsman's schedule comprising himself, Cllr Clark and Cllr Jackson. It was agreed that the Minutes should be so amended. The Minutes were then accepted as a correct record (Proposer; Cllr Crane: Seconder; Cllr Tilford).
4. **Matters Arising from the Minutes.**
 - 4.1 **Minute 4.1: Community Speedwatch (CSW) Scheme.** The Clerk reported that he had emailed Mr Adnan Ali, the Community Speed Watch Co-ordinator for Warwickshire Police and West Mercia Police, who had replied that Bodenham is now on the waiting list for a CSW. A Traffic Regulation Order is required before the Scheme can be implemented and this is awaited.
 - 4.2 **Minute 5.1: Weeding the Playground.** The Clerk said that the Lengthsman had weeded the playground. Cllr Avery and other councillors said that the work had not been done satisfactorily, in that there were still large numbers of weeds in the playground, the weeds which had been removed had been thrown on to the village green and the cost of £60 for three hours work seemed excessive. Cllr Avery said that he would arrange for volunteers to weed the playground properly. Cllr Avery proposed that £60 (the cost of three hours work) be deducted from the Lengthsman's bill. This was agreed. The Clerk said that Mr Mike Stephens had offered to spray the playground at no cost to the Parish Council. Mr Stephens was thanked for his generous offer and it was agreed that he should be asked to spray the playground at a later date.
 - 4.3 **Minute 5.2: Parking on Public Land and Rubbish Burning at The Toll House.** Cllr Baker said that he had reported the matter to the Locality Steward, who had agreed to investigate it. Cllr Baker added that the occupant of The Toll House had now fenced the hole he had made in the hedge, but that, in his view, he should not be parking vehicles on the adjacent public land.
 - 4.4 **Minute 11: Parish Council Code of Conduct.** Cllr Mitcheson reminded Councillors that he had reworded Herefordshire Council's Code of Conduct appropriately to create a revised Code of Conduct for the Parish Council. This was then formally adopted (Proposer; Cllr Tilford: Seconder; Cllr Avery).
 - 4.5 **Minute 15.2: Footpath BM11.** The Clerk reported that he had written to Mr Pugh asking him to cut a path through the maize to indicate the route of footpath BM11, as he was required to do by law. Cllr Clark said that the path through the maize had not yet been cut.
 - 4.6 **Minute 15.3: Hedges on the C1121.** The Clerk said that he had written to two landowners about the overhanging vegetation on the C1121. Cllr James-Moore reported that the hedge had been cut along the boundary at Bodenham Manor, but not beyond.

4.7 **Minute 15.4: Lorries going to Berrington Water.** Cllr Collin said that she had spoken to the owner of Berrington Water, who had agreed to advise drivers of the correct route they should take.

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

5.1 Mrs Anne Stephens said that she had been told that the playground questionnaire was not on the Parish Website. Cllr Mitcheson confirmed that it was there in the 'Latest Notices' section.

5.2 Mrs Liz Davies said that there are dips in the edges of the A417 between the C1125 junction and Saffrons Garage where drains have sunk, which causes cyclists to swerve outwards into the road at risk to themselves and other road users. Cllr Baker said that he understood that this stretch of the A417 is to be resurfaced.

6. **Hedge on the C1125.** The Clerk and Cllr Collin both reported to the effect that Mr Colin Stallard had begun to cut the hedge, but had stopped doing so having been approached by two residents of Brockington Road, who had objected to the hedge being cut back. Cllr Baker said that he had looked at the hedge with the Locality Steward, who had said that the land up to the fences at the rear of the properties in Brockington Road "was Highways", and that the hedge would be cut back in the autumn. Cllr Avery said that clarification was needed. Cllr Tilford said that Legal Services at Herefordshire council should write to the householders. It was agreed that the Clerk should contact Legal Services, Highways and Property Services at Herefordshire Council to ascertain the situation.

ACTION: CS

7. **Revised Code of Conduct.** See Minute 4.4 above.

8. **Laptop Computer in the Parish Hall.** The Clerk reported that he had received a letter from Mr Robert Bowden offering to purchase for £100 the laptop computer in the Parish Hall. The laptop was not being used and it was agreed unanimously that Mr Bowden's offer should be accepted,

9. **Replacement of the Ketch Lane and Orchard Close Culverts.**

9.1 Cllr Mitcheson reminded Councillors that the replacement of the Ketch Lane and Orchard Close culverts were long standing issues and to take them forward Cllr Baker had arranged a meeting with Mr Geoff Hughes, Herefordshire Council's Director for Economy, Communities and Corporate. This had taken place on 24 August last year and resulted in Herefordshire Council commissioning Balfour Beatty Living Places (BBLP) to carry out studies of the culverts, with the study reports being promised for shortly before or after Christmas.

9.2 Following the meeting, there had not been much apparent progress, except that on 8 February this year Mr Joel Hockenhull, the Drainage Team Leader at BBLP, had called an on-site meeting with the landowners, Mr and Mrs Pugh at the Orchard Close culvert. At this, some possible designs for a replacement culvert had been discussed, but nothing further had then been heard.

9.3 Given that by early June the study reports had still not been issued, Cllr Baker had kindly arranged for a further meeting with Mr Hughes. This had taken place at Millcroft Farm on 30 June and had also been attended by Mr Hockenhull and by Mr Steve Hodges, the Services Team Leader of Mr Hughes' Directorate.

9.4 Just before the Meeting Herefordshire Council had issued the long-awaited study reports on the culverts and Cllr Mitcheson confirmed that he had circulated them to Councillors. He then went on to outline the main points that had emerged at the 30 June Meeting itself.

9.5 **The Ketch Lane Culverts.**

9.5.1 Of the four options for the replacement of the Ketch Lane culverts set out in the related study it had been agreed that Option 2 – a box culvert skewed to align more closely to the flow of the Millcroft Brook than the existing Victorian culvert – was much to be preferred.

9.5.2 The possibility of modifying Option 2 in the following ways had been discussed, but not formally decided:

9.5.2.1 Changing the angle of the Option 2 box culvert so that it aligned even more closely with the line of the Brook.

9.5.2.2 Removing the proposed wingwall across the Brook designed to block off the existing west concrete culvert. This would then allow that culvert to remain in operation instead of being made redundant and this would substantially increase the system's total capacity.

9.5.2.3 Re-using the idea of a curved step which directs low flows of water entirely into the main culvert, thus helping to reduce silting in the culvert itself, while allowing higher flows to enter both culverts when necessary.

9.5.3 The Study estimated the cost of Option 2 (and, indeed, all the Options) to be about £200K. This, however, was a desk-based calculation and the actual cost was almost certain to be rather higher. Possible sources of funding had been discussed and included:

9.5.3.1 The Environment Agency. It had been agreed that Mr Hodges would start preparing an application for Environment Agency funding and that further work to support this would be commissioned.

9.5.3.2 Herefordshire Council.

9.5.3.3 The Internal Drainage Board.

9.5.3.4 The Parish Council, perhaps through a Public Works Loan Board (PWLB) loan. It had been agreed that the subject would be raised with the Parish Council to establish how much the Parish might be able to contribute.

9.5.3.5 Section 106 funding. It had been felt that a case could be made for the allocation of part of the £103K Bell Homes Section 106 "Transport" money to the Ketch Lane project, if this was not already committed to the pedestrian crossings and pavements linked to the development. It had been agreed that Mr Hodges would establish whether or not this funding was available.

9.6 **The Orchard Close Culvert.** There had been insufficient time to discuss the Orchard Close culvert in any detail. However, it was understood that:

9.6.1 Mr and Mrs Pugh have agreed the replacement culvert in principle, but on condition that the spoil is used to fill in the existing ditch along the East of the field, that any additional soil is removed, that the work takes place at a time agreed with them, and that they should not be responsible for the maintenance of the replacement culvert.

9.6.2 The large flap valve at the Moor Brook end of the drainage system would be removed.

9.6.3 The project had not been formally costed, but it was suggested that it might cost about £10K and that the removal of soil from the site, if required, could be particularly expensive.

9.7 The Clerk said that he understood that the PWLB no longer existed as a separate entity and that its function had been taken over by the Treasury. Cllr Mitcheson said that he presumed that it would be possible to secure a loan from there on reasonable terms for a public project of this kind. There was no requirement for the Parish Council to give an immediate answer on how much it would be able to contribute to the two projects he had outlined. However, the Parish Council would undoubtedly be expected to make a contribution, not least because flood protection in general, and the replacement of the Ketch Lane culverts in particular, were listed as high priorities in both the Parish Plan and the emerging Neighbourhood Development Plan. He therefore urged Councillors to give the question some thought.

9.8 Cllr Tilford asked whether allocation of part of the Bell Homes Section 106 "Transport" money to the replacement of the Ketch Lane culverts could be justified. Cllr Mitcheson replied that, given the location of the development on the high ground above Millcroft Road and with its SuDs feeding directly into the Millcroft Brook, he felt that a good case could be made for this.

10. **Finance.**

10.1 **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.

10.2 Cllr Clark pointed out that the spreadsheet displayed at the Meeting and the spreadsheet which had been circulated were different. The Clerk said that he would circulate a definitive version.

ACTION: CS

10.3 **Outstanding Invoices.** Payment of the following invoices was presented:

- Mrs Babs Mitcheson (Open Spaces Project expenditure)	£116.50
- C D Smith (Clerk's expenses - printer cartridges)	£21.00
- DC Gardening Services (Lengthsman's June invoice)	£378.00
- Mr K A Mitcheson (Spraying courses)	£840.00
- Leominster Community Resource Centre (July/August Newsletter)	£185.00
- Siward James and Arkwright Trust (PC meetings room hire)	£65.25
- Isodaq Technology (Telemetry system maintenance)	£420.00

10.4 Cllr James-Moore asked about the invoices for the spraying courses. Cllr Tilford said that it seemed reasonable to split the cost between the BFPG and the Parish Council. Cllr Crane proposed and Cllr Clark seconded that the invoices should be accepted, but that Parish Council should pay £420.00 towards the cost of the spraying courses. These proposals were agreed unanimously. Cllr Mitcheson, having declared an interest, did not vote or take part in the discussion. As a result of the earlier discussion £318 was paid in respect of the Lengthsman's invoice. (See Minute 4.2).

11. **Planning**

- *171771: Peas Green: Proposed two storey side extension.* Cllr James-Moore said that the Parish Council had objected to the original application, as had the planning officers, but that the revised proposal was acceptable. It was agreed that the Parish Council had no objection to the revised proposal (Proposer; Cllr Tilford: Seconder; Cllr Crane).

- *163115: Land East of Pine Lodge, Dinmore, Herefordshire, HR1 3JR: A new house and detached garage to replace the collection of previously inhabited structures (Appeal against refusal).* Cllr Tilford said that no comment was allowed on this application, because it was an appeal.

12. **Updates**

12.1 **Bodenham Flood Protection Group.** Cllr Mitcheson gave the BFPG's monthly report which is attached as Annex B.

12.2 **Parish Hall.** The Clerk reported that he had been told by Cllr Layton that the erection of a mobile phone mast at the Parish Hall was going ahead and that the Parish Hall Management Committee were negotiating financial recompense for the use of its land.

12.3 **Neighbourhood Plan.** Cllr Mitcheson reported that the draft Neighbourhood Development Plan and the draft Consultation Statement were with the planning consultant and he was expecting her comments in late July.

12.4 **Lengthsman.** Cllr Tilford queried the necessity for strimming around the Parish Council noticeboard at the end of Brockington Road. The Clerk said that, as far as he could remember, he had added this to the Lengthsman's schedule. Cllr Tilford had produced a proposed revised schedule of work for the Lengthsman, which, it was agreed, should be added to the August agenda for consideration. See also Minute 4.2. Cllr Mitcheson remarked that from his point of view it was important that the area immediately around the SID bases continued to be strimmed and also that sections of hedge which obstructed the SID's field of view were also trimmed back.

ACTION: CS

13. **Correspondence Not Previously Circulated.** The Clerk reported that the latest issue of Clerks and Councils Direct had been passed to Cllr Mitcheson.

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

14.1 **District Councillor's Report.** Cllr Baker spoke about:

- A report concerning him in the Hereford Times;
- Bidding for EU money for businesses, for which ward councillors had been asked to produce proposals;
- Extended the responsibilities of the West Mercia Police and Crime Commissioner, including taking over responsibility for Herefordshire, Shropshire, Warwickshire and West Mercia fire services;

- The ongoing disposal of Herefordshire Council's smallholding estate.

14.2 Cllr Avery reported that the fly tipping in Smeadals Lane had still not been collected. The Clerk said that he had reported it at least twice, but would report it again. Cllr Baker said that he would investigate why the fly tipping had not been collected. **ACTION: CS and BB**

14.3 Cllr Avery reported that the felt on the roof of the bus shelter opposite England's Gate Inn was loose.

15. **Date of the Next Meeting.**

15.1 The next Meetings will be held on Mondays 7th August and 4th September.

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

June 2017 accounts

OPENING BALANCE on MAY 18th 2017 = £35073.75

Date	Income	Expenditure	Comment
19th May 2017		£54.00	Parish Council meetings room hire
22nd May 2017		£37.84	Clerk's PAYE
24th May 2017		£1020.00	PCC grant
31st May 2017		£151.67	Clerk's salary
12th June 2017		£10.60	Clerk's expenses
12th June 2017		£168.25	June Newsletter
12th June 2017		£180.00	Footpath Officer's invoice
12th June 2017	£374.92		Council tax rebate
12th June 2017		£536.04	Parish Council insurance
13th June 2017		£282.00	Lengthsman's May invoice
13th June 2017	£150.00		Newsletter advertising and BFPG donation
16th June 2017		£30.00	Parish hall (litter pick room hire)
TOTALS	£524.92	£1934.36	

CLOSING BALANCE on 16th JUNE = (£35073.75 + £524.92 - £2470.40) = £33128.27



BODENHAM FLOOD PROTECTION GROUP REPORT
(3 JULY 2017)

1. **Summary of the Past Month.** Yet again there is nothing to report on the issue of flood risk. However, the tenth anniversary of the flood of 20 July 2007 is just over two weeks away and, although the work of the BFPG, the existence of the relief channel and the lack of recent rain make the situation today very different from 2007, the latter serves as a reminder that flooding, especially flash floods, can occur in the summer as well as in the winter. There is therefore no room for complacency.
2. **Monthly Meeting.** The Group's monthly Meeting was held on Tuesday, 27 June and was attended by 20 members.
3. **Sandbag Container.** A small band of 8 BFPG members generously gave up their time on the morning of Wednesday, 7 June - not to mention their paintbrushes and in one case a lot of their paint - to the task of painting the sandbag storage container behind the Parish Hall. With so many willing volunteers the job took less than three hours and, although it has not transformed the container into an object of beauty, it has at least helped to protect it from the elements and made it less of an eyesore than before.
4. **The Ketch Lane and Orchard Close Culverts.** I have already reported on the meeting held at Millcroft Farm on Friday, 30 June with Mr Geoff Hughes, Herefordshire Council's Director for Economy, Communities and Corporate, Mr Hockenhull, Mr Hodges, the Directorate Services Team Leader at Herefordshire Council, and Cllr Bruce Baker under Item 9 of the Parish Council's main Agenda.
5. **Spraying.** The resignation earlier this year of the one member of the BFPG qualified to carry out spraying along our local watercourses deprived the Group of an important capability. Without spraying the physical task of keeping vegetation from choking the Millcroft Brook becomes appreciably harder, a matter of concern for an organisation whose members are mostly retired and none of whom are getting any younger. The Chairman therefore took it upon himself to restore that capability and, having passed the necessary courses, is now qualified to carry out spraying on and near water.
6. **Working Parties.**
 - a. Working party sessions were held on 9 June and 23 June. Eight members took part on each occasion and this allowed the clearance of the section of the Millcroft Brook opposite the North end of Ash Grove Close. We were greatly helped in this by Mr Brian Jones who, although not a member of the BFPG, kindly allowed members to use his drive and to access the Millcroft Brook through his garden. This eliminated the problem of reaching the Ash Grove Close stretch of the Brook from Brockington Bridge for those who do not possess waders.

b. Unfortunately, after the 9 June session had finished and members were returning to their cars one person suffered a fall which caused minor cuts and bruises. This is only the second untoward health and safety incident in the Group's nine year history and has been duly logged as such.

c. The next two working parties will take place on Friday, 7 July and Friday, 28 July, on each occasion meeting at 6.00pm at Millcroft Farm where refreshments will be available afterwards.

7. **Social Calendar**. The Group's next social event remains the Garden Party and Barbecue at Millcroft Farm on Sunday, 23 July. Sadly, Lord Darnley died on 18 June, so it is not clear at the moment whether or not the Lord Lieutenant, Lady Darnley, will still be attending to present the Secretary with her medal. However, the Barbecue will still go ahead with a start time of 4.00pm and, if there is any change to this the Secretary will let everyone know by e-mail. Councillors are, of course, invited to attend with their partners and it would help with catering calculations if they could let the Secretary know whether or not they plan to be there, if they have not already done so.

K.A.M.