

BODENHAM PARISH COUNCIL**MINUTES OF THE PARISH COUNCIL MEETING AT THE SIWARD JAMES CENTRE AT 7.30 PM ON MONDAY, 3rd SEPTEMBER 2012****Attendance**

Cllr Bob Clarke (Chair)
 Cllr Stan Davis
 Cllr Pam James-Moore
 Cllr Robin Knott
 Cllr Tony Mitcheson
 Cllr Jeff Pollard
 Cllr Rhian Powell

Cllr Jeremy Millar (District Councillor)

Mr Chris Smith (Clerk)

8 members of the public were present.

ITEM	ACTION
<u>AGENDA ITEM 1 – APOLOGIES FOR ABSENCE</u>	
1. Apologies were received from Cllr Jackson.	
<u>AGENDA ITEM 2 – DECLARATIONS OF INTEREST</u>	
2. No declarations of interest were received.	
<u>AGENDA ITEM 3 – MINUTES OF THE PREVIOUS MEETING</u>	
3. The following amendments were proposed: <ol style="list-style-type: none"> a. Cllr Davis had declared an interest in Minute 9 and should not be recorded as a proposer. The proposer was Cllr Mitcheson. b. Under Minute 11 Cllr Powell had said that residents needed to establish a case for restricting traffic speed. c. Under Item 12 the membership of the sub-committee included Cllr Clarke, but did not include Cllr Knott. 4. Cllr James-Moore proposed and Cllr Mitcheson seconded that the Minutes be accepted. The Minutes were then approved unanimously.	
<u>AGENDA ITEM 4 - MATTERS ARISING FROM THE MINUTES</u>	
5. Minute 5: Lengthsman Scheme and Grass Cutting. The Lengthsman had cut the grass at the corner of Chapel Lane, but had not cut the horseradish. The Clerk was instructed to establish who had instructed the Lengthsman not to do this.	CS
6. Minute 9: Blocked Stile and Footpath in Bowley Lane. The Clerk reported that he had written to the parties involved in the footpath issue. The Clerk also reported that he had asked for a PRow officer to talk to the Parish Council, but had not received a reply.	CS
7. Minute 11: Speeding Traffic on the A417. The Clerk reported that no reply had been received from either Mr Andrew Lee-Jones or the Safer Roads Partnership. The Clerk was instructed to approach Mr Lee-Jones and the SRP again.	CS
8. Minute 15: Community Technology Grant. Cllr Powell said that the Community Access Point (CAP) is closing and is selling its equipment, including a data projector. Cllr Powell proposed and Cllr Mitcheson seconded that the Parish Council should offer £50 for the projector. This was accepted unanimously. Cllr Powell reported that she had met with Cllr Mitcheson and Mr Bob Bowden to discuss applying for a Community Technology grant. Cllr Clarke asked if the application could be discussed at the next meeting. Cllr Powell agreed to prepare the application for discussion then, when further funding and matched funding would also need to be discussed.	RP
9. Minute 16: Neighbourhood Planning Meeting. Cllr Clarke asked whether it was necessary to produce a Neighbourhood Plan. Cllr Knott said that it was not necessary, but was advisable. Cllr Powell cautioned regarding the amount of work which would be involved. Cllr Millar agreed and added that, until ward boundaries had been determined, it was difficult to know how to proceed. Cllr Knott suggested putting an item in the <i>Newsletter</i> to try to attract public support, especially because a Neighbourhood Plan could only be validated, if it was	

supported in a referendum. The Clerk was instructed to put an item in the Newsletter.	CS
10. Minute 17: HALC. The Clerk reported that the cost of joining HALC for 2012-13 would be £278. The Clerk also reported that he would attend a Herefordshire Council Code of Conduct course on 18 th September. The Clerk was instructed to contact HALC about their training courses.	CS
11. Minute 22: Winter Maintenance Scheme. After the Clerk had reported about salinization, Cllr Pollard reported that he had sufficient knowledge of storage of salt to ensure that salinization did not arise. It was agreed that the salt would be stored at the Parish Hall. The Clerk was instructed to submit an application for the Parish Council to join the Winter Maintenance Scheme.	CS
12. Minute 24: Damage to the Field Entrance Near C1121 Bridge. The Clerk was instructed to contact the bus company and Mr Pugh again about this.	CS
13. Minute 27: Bodenham Newsletter. Cllr Clarke reported that a meeting had been held about the new Bodenham Newsletter website. He said that the main issues which had been discussed were copyright and costs. Cllr James-Moore reported that she had met with the editor, Mrs Susan Haworth, who had said that she was unsure about copyright, but would charge separately for advertisements which appeared in the online version, but not in the printed version. Cllr Mitcheson said that in his view the Newsletter website should make it absolutely clear that Bodenham Parish Council owned the copyright of the name 'Bodenham Newsletter' and possibly of much of the material appearing on the new website. He added that clarification was needed about where money received for advertisements on the Newsletter website would go since he considered that this, too, properly belonged to the Parish. Cllr Knott suggested that the name of the Bodenham Newsletter website should be changed. It was agreed that Cllrs Clarke and James-Moore should meet with Mrs Haworth to ask her to accept that copyright lay with Bodenham Parish Council. It was also agreed that the Clerk should check previous minutes for any references to the copyright for the Bodenham Newsletter.	BC/PJM CS
<u>AGENDA ITEM 5 – MATTERS RAISED BY MEMBERS OF THE PUBLIC</u>	
14. Mrs Ronnie Parker complimented the Lengthsman on his work and asked that he should avoid cutting wild flowers, wherever possible. The Clerk was instructed to ask the Lengthsman to do this.	CS
15. Mrs Gwen Bowden thanked the North Herefordshire Hunt for offering to begin exercising the hounds at 5.30am. Mr James Bradley, the Huntsman, said that in any case exercising the hounds on the roads would cease as soon as harvesting was finished. Mr Tony Clark thanked the Hunt for the improvement in cleaning up after the hounds. Mr Bradley said that this was appreciated. Mr Bradley reported that between 35 and 40 people had attended the Hunt's open day on Sunday 2 nd September.	
16. Mrs Bowden asked about the ownership of a patch of ground near to England's Gate Inn, which hindered pedestrian access to the C1125. Cllr Clarke said that he would investigate this.	BC
17. Mr Tony Clark asked about the overgrown entrance to footpath BM13 at the side of Pearmain Cottage and the grass cuttings dumped on that footpath. The Clerk was instructed to ask the Lengthsman to cut back the foliage at the entrance to the footpath and to make recommendations as to how to proceed with clearing the rest of the footpath.	CS
18. Mr Clark reported that the Bodenham Church sign at the A417 and Ketch Lane junction was pointing into the forecourt of Saffrons Garage. The Clerk was instructed to ask Amey to re-site the sign.	CS
19. Mr Cyril Townsend asked about footpath BM16. The Clerk reported that he had written to the parties involved in the matter. Cllr Clarke said that there was nothing more that the Parish Council could do regarding the issue at the moment.	
20. Mr Townsend also asked about the footpath at Ladywell Lane. Cllr Clarke asked Cllr Millar to pursue the matter with Herefordshire Council. Cllr Millar agreed to do this. The Clerk reported that he had contacted Herefordshire Council about the footpath at Ladywell Lane and had received a reference number, which he had passed on to Mrs Clayton, who had first mentioned the disappearance of the footpath sign at the bottom of the Lane and the installation of a gate further up it. Mrs Clayton reported that ownership of Ladywell Lane had not been registered and that the land on which the gate had been installed had been sold in 2011. The Clerk was instructed to pass the email correspondence to Cllrs Clarke and Millar. Cllr Clarke suggested that Mrs Clayton contact Herefordshire Council herself.	JM CS
<u>AGENDA ITEM 6 – VACANCY ON THE PARISH COUNCIL</u>	
21. The Clerk reported that Mr Roger Austin had applied to fill the vacancy on the Parish Council. Mr Austin said that he had lived in Bodenham for two years, after a career as an engineer, and now wished to make a contribution to the village by serving on the Parish Council. Cllr Clarke said that he had known Mr Austin for six months and fully supported his application.	

Cllr Powell proposed and Cllr Pollard seconded that Mr Austin be co-opted to the Parish Council. The proposal was accepted unanimously.

AGENDA ITEM 7 – FLY-TIPPING SIGN

22. The Clerk reported that 'No Fly –Tipping' signs could be bought *via* the internet more cheaply than Amey could supply them. Cllr Mitcheson proposed and Cllr Davis seconded that the Clerk should purchase one sign up to the value of £16 for installation in Smedal Lane. This was agreed unanimously. Cllr Knott offered to install the sign.

CS

AGENDA ITEM 8 – LOCATION FOR A BENCH

23. Cllr Millar proposed that the village green was a suitable site for a bench to be located. Cllr Knott proposed and Cllr James-Moore seconded that this should be the site. The proposal was accepted unanimously and that Clerk was instructed to submit a request for a bench to Herefordshire Council.

CS

AGENDA ITEM 9 – PLAYGROUND SLIDE

24. Cllr Davis reported that he had made no progress towards the acquisition of a playground slide. Cllr Davis also reported that Mr Robert Parker had proposed improving the drainage of the playground by installing a drain. Cllr Davis said that he had asked Mr Parker to investigate this and to give him a quotation for the work, if it proved to be a viable solution to the problem. Cllr Davis also offered to obtain quotations for painting and reproofing the playground equipment.

SD

AGENDA ITEM 10 – BODENHAM FESTIVAL

25. Cllr Clarke drew the attention of members to the proposal that there should be a Bodenham Festival in 2013 and that a meeting was being held in the Parish Hall on 3rd October to discuss this. He suggested that the Festival was a venture which would deserve the Parish Council's support.

AGENDA ITEM 11 – STANDING ORDERS/RULES OF PROCEDURE

26. The Clerk reported that he had circulated three varied examples of standing orders used by parish councils. Cllr Knott suggested that the standing orders used by the Northumberland Group of Parish Councils be customised for adoption by Bodenham Parish Council. Cllr Powell and the Clerk offered to do this and to circulate the customised version before the next meeting.

RP/CS

AGENDA ITEM 12– COMMUNITY TECHNOLOGY GRANT

27. This item was covered earlier (see Minute 8).

AGENDA ITEM 13– FORMAL SYSTEM FOR AWARDING GRANTS

28. The Clerk reported that the Building Construction Index did not seem to be appropriate for indexing Parish Council grants such as that made to the Church for grass cutting and that using the Consumer Prices Index or the Retail Prices Index might be more suitable.

AGENDA ITEM 14 – FINANCE

29. **Monthly Accounts Statements.** The monthly accounts had been prepared by Cllr Knott, who was thanked for doing this by Cllr Clarke and who explained that he had changed the layout of the accounts in order to focus on more forward planning. The accounts were accepted and are attached as Annex A.

30. **Outstanding Invoices.**

- Clerk's expenses (Printer cartridges, stamps)	£19.00
- A4 Office Products Ltd (bus shelter noticeboards)	£60.00
- Leominster Community Resource Centre (July/August Newsletter)	£236.25
- Parochial Church Council (grant)	£825.00
- Lengthsman (August work)	£720.00

31. The Clerk reported that the following invoices had been received after the agenda had been published:

- Siward James and Arkwright Trust (BFPG room hire)	£20.25
- Mrs B A Mitcheson (BFPG expenses)	£50.00
- Bodenham Christian Fellowship (Chapel grant)	£500.00
- Leominster Community Resource Centre (September Newsletter)	£236.25

AGENDA ITEM 15 – PLANNING

32. The Clerk reported that no new applications had been received. The Clerk further reported that Application S121420/N (Proposed slurry pit) had been refused by Herefordshire

Council. Cllr Millar commented that the refusal meant that the applicant would be required to reinstate the site to its original condition.

AGENDA ITEM 16 – UPDATES

33. **Bodenham Flood Protection Group.** Cllr Mitcheson asked Cllr Millar whether he had heard from Mr Chris Bull, the Chief Executive of Herefordshire Council, who, after his visit on 18th June, had promised to respond regarding two issues - the need to replace the culverts at the Ketch Lane junction and the need to clear the culvert in Mr Pugh's field. Cllr Millar said that he had not heard from Mr Bull and would remind him. Cllr Mitcheson then gave a report on the activities of the BFPG, which is attached as Annex B.

JM

34. **Parish Plan.** Cllr Mitcheson said that about 50 copies of the final version of the Plan would be printed – at a cost of about £350 - and that it was hoped that a summary of the actions from the Plan would be included as an insert in the next *Newsletter*. Cllr Mitcheson added that the Plan would be placed on the Parish Website where it could be read and, if required, downloaded. It was also proposed that those who had computers, but no access to the internet would be able to receive the Plan on a CD for a nominal charge.

35. **Parish Hall.** Cllr Knott said that the Parish Hall Management Committee had not met since the previous Parish Council Meeting, so no report could be given. Cllr Knott added that he was preparing a LEADER grant bid for new chairs and blinds for the Parish Hall.

AGENDA ITEM 17 – CORRESPONDENCE NOT PREVIOUSLY CIRCULATED

36. The Clerk reported that no items of correspondence had been received, which had not been previously circulated.

AGENDA ITEM 18 – OTHER BUSINESS (INCLUDING DISTRICT COUNCILLOR'S COMMENTS)

37. Cllr Millar reported that Herefordshire Council is holding meetings to involve communities in discussions about future provision of services. He also reported that he would contact the enforcement officer, who had yet to hold a site visit, about the land adjacent to 2 Railway Cottages, where a log cabin has been installed. Cllr Millar suggested that Bodenham Parish Council might consider customizing the telephone box in similar fashion to that at Queenswood, where the 'Telephone' sign had been replaced with an 'Information' sign.

38. Cllr Davis commented that the hedge near the post office had been trimmed, as requested, but had not been cut back to the edge of the pavement.

39. Cllr James-Moore asked about wheeled bins being left out between the fortnightly collections. The Clerk was instructed to find out whether this was permitted and to place an item in the *Newsletter* asking householders not to leave wheeled bins out for long periods.

AGENDA ITEM 19 – DATE OF NEXT MEETING

40. The next Meeting will be held in the Seward James Centre at 7.30pm on Monday, 1st October 2012.

CS

The Meeting ended at 9.40pm.

	July 12	Aug 15	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr
BFPG Open Balance	1721.00	1737.00	1703.72	1703.72	1703.72	1703.72	1703.72	1703.72	1703.72	1703.72
BFG Inc	146.00									
BFG Ex	130.00	33.28								
BFPG Closing Balance	1737.00	1703.72	1703.72	1703.72	1703.72	1703.72	1703.72	1703.72	1703.72	1703.72
LADY Close Orchard	158.00	158.00	158.00	158.00	158.00	158.00	158.00	158.00	158.00	158.00
Tot Closing Balance	7552.00	7309.50	6017.64	4641.03	9354.42	8427.81	8251.2	8074.59	7397.98	7221.37

BODENHAM FLOOD PROTECTION GROUP REPORT
(3 SEPTEMBER 2012)

1. **AGM.** We held our AGM on Tuesday, 28 August when all committee and area representative posts were open for election. All the current incumbents volunteered to serve another year, with the exception of the Chairman and Secretary. However, there being no other nominees for these two posts, they, too, were voted back into office.

2. **“Project Bodenham” Update.**
 - a. We now only have one barrier still to be fitted and once that has been done, Project Bodenham will be effectively complete.

 - b. However, we have now had instances where tests have shown that some Flash Flood Doors are not completely watertight. This appears to be because of faulty seals and UK Flood Barriers Ltd are taking up the issue with the manufacturer.

3. **Fly Tipping.** Three points were raised at our last Meeting:
 - a. The need for a ‘No Fly Tipping’ notice where Smedal Lane joins the C1121. I raised this at the last Parish Council Meeting on 6 August and the Parish Clerk was instructed to obtain such a notice.

 - b. The dumping of rubbish in the ditch in Ketch Lane. I asked the Parish Clerk to arrange for this to be cleared by either Amey or the Lengthsman. However, we have had more reports of grass cuttings being dumped in the ditch.

 - c. The need to clear the ditch in Chapel Lane has also been raised. This is a task beyond the capability of the Lengthsman, so I have asked the Parish Clerk to get Amey to do it.

4. **Working Parties.** Unfortunately, the working party session on 17 August had to be cancelled because of bad weather and the following one, on Friday 31 August, also had to be cancelled because it clashed with the Concert in the Church. However, we have a session planned for this Friday, 7 September and at least two more to take us into October when our working party season will draw to a close. Our priority – always subject to the weather – remains clearing the Ketch Lane culverts before the onset of Winter.

5. **BFPG Bonfire Party.** The next event on our social calendar is the annual Bonfire Party. This will be held at Millcroft Farm at 6.00pm on Saturday, 6 October. Members of the Council will, as always, be very welcome if they wish to attend.

K.A.M.