

BODENHAM PARISH COUNCIL

**MINUTES OF THE PARISH COUNCIL MEETING
HELD AT THE SIWARD JAMES CENTRE
at 7.30 pm on Tuesday, 3rd September 2018**

Present: Cllr A Avery Cllr T Clark Cllr S Collin Cllr J Crane Cllr R Layton
Cllr T Mitcheson Cllr T Morris Cllr D Tilford Cllr K Tremain

District Councillor Bruce Baker was also in attendance.

5 members of the public were present.

In the absence of Cllr James-Moore, Cllr Mitcheson took the chair.

Introduction. The Reverend Paul Roberts - newly appointed to the Maund Group of Parishes, including St Michael and All Angels in Bodenham - attended the Meeting, introduced himself and was introduced to the Parish Councillors.

1. **Apologies for Absence.** Apologies for absence were received from Cllr James-Moore.
2. **Declarations of Interest.** Cllr Mitcheson declared an interest in Item 15.
3. **Minutes of the Previous Meeting.** Minute 14.5 was changed to read “..... six of the oak posts....”. The Minutes of the previous Meeting were then approved unanimously (Proposer; Cllr Clark; Seconder; Cllr Crane).
4. **Matters Arising from the Minutes.**
 - 4.1 **Introduction:** The Clerk confirmed that he had reported the state of the BM4 bridge to Herefordshire Council and that Mr Mike Darley had completed the requested repairs and strimming.
 - 4.2 **Minute 4.1: Data Protection.** See Minute 14 below.
 - 4.3 **Minute 5.1: The Hedge at Calderwell Cottage.** See Minute 8 below.
 - 4.4 **Minute 14.5. Oak Posts in Church Road.** The Clerk reported that he had received and circulated a quotation from the Lengthsman, Mr Richard Morgan, for the replacement of two of the oak posts and the stabilisation of four others. Cllr Collin proposed and Cllr Clark seconded that the quotation be accepted. The proposal was accepted unanimously. The Clerk undertook to instruct the Lengthsman accordingly **ACTION: CS**
5. **Opportunity for Members of the Public to Address the Parish Council.**
 - 5.1 Mrs Susan Maxwell said that she had recently been covered in white powder from spraying or spreading being carried out on a nearby field. She asked whether farmers were under any obligation to inform residents when they were going to use a sprayer. Cllr Layton said that the issue was a grey area - guidelines were vague and inconclusive. He thought that, from her description of the event, it was probably the spreading of lime which had affected her. Cllr Mitcheson said that a voluntary system is in place for cooperation between farmers and beekeepers over spraying, but farmers seem to be under no obligation to inform residents. However, the Environment Agency should be able to provide a definitive answer. Cllr Baker suggested that Mrs Maxwell could contact Herefordshire Council’s Environmental Health Officers about the matter, who would visit, explain the situation and contact the farmer, if appropriate.
6. **Litter Pick Risk Assessment.** Cllr Crane said that he had received some comments on the draft litter pick risk assessment, which he had circulated, and that these indicated that the document was felt to be overly bureaucratic. He agreed that the document was one which, once it had served its initial purpose of identifying and mitigating risks, could be filed and then updated as and when necessary. He suggested that what would be of more practical use would be a short document which

could be used to brief volunteers immediately before they set out on litter picks. Cllr Mitcheson asked Cllr Crane and Cllr Morris to form a temporary sub-committee to produce such a document and to conclude any necessary work on the main risk assessment. Cllr Crane asked about the advisability of litter picking on the A417. Cllr Morris said that any decision was for Bodenheim Parish Council to make. Cllr Mitcheson remarked that it was difficult to differentiate between roads in the Parish since official speed limits bore little relation to the actual speed of vehicles on them. What was essential was that volunteers were aware of the risks and that they took sensible precautions to minimise them, for example by working in pairs.

ACTION: JC and TMO

7. **The Community Commissioning Model.** The Clerk explained that it was difficult to use the Community Commissioning Model in the absence of the toolkit for Parish Councils, which was still under development. He said that this delay was, in turn, delaying the project to improve visibility at the Ketch Lane/Millcroft Road junction. He suggested that quotes for that work should be obtained now. Cllr Layton remarked that the work would need to take into account the cropping schedule.

8. **Woodhouse Road Update.**

8.1 Cllr Baker said that he had met Mrs Mifflin - the joint owner of Calderwell Cottage - and that the hedge in front of the house had now been cut back, which had improved visibility at the junction slightly. He thanked Mr and Mrs Mifflin for arranging for the work to be done. Mrs Mifflin said that she hoped the Parish Council would accept that the issue of safety at the junction was wider than reducing the width of the hedge. Cllr Tilford proposed and Cllr Collin seconded that Mr and Mrs Mifflin be reimbursed by the Parish Council for the cost of trimming the hedge. Mr and Mrs Mifflin thanked the Parish Council for the offer, but declined it.

8.2 Cllr Baker said that he had also looked at the mirror on the A417 used by drivers exiting Woodhouse Lane. The mirror is concave and badly scratched and he had discussed its replacement with Mr Colin Smith, the Locality Steward, who had said that Balfour Beatty did not support the use of mirrors on public land. However, Cllr Baker said, the mirror is on private land and can, therefore, be replaced. Cllr Collin said that she had spoken to Pittman Traffic and that the company regarded the existing mirror as unsuitable for the location. Pittman Traffic are looking to find the best mirror for the location. Cllr Mitcheson remarked that it would certainly be better to get professional advice rather than buying a mirror off the internet. Cllr Tilford proposed and Cllr Clark seconded that Cllr Collin be empowered to spend up to £400 on a new mirror after professional advice had been received. The proposal was agreed.

ACTION: SC

8.3 Cllr Baker reported that he had also considered the A417 itself in view of the resurfacing works scheduled for October between Saffrons Garage and Brockington Golf Club. He noted that a "40" roundel would be painted on the road next to each existing 40mph repeater sign. Cllr Crane said that he had acquired a map from Balfour Beatty showing the location of all repeater signs on this stretch of the A417, of which there were supposed to be six, though some are missing. It was important to get the latter replaced and with them the accompanying roundels. Because of the need to install the missing repeater signs before the roadworks begin in October, Cllr Baker undertook to contact Mr Ray Wallace and Mr Simon Hobbs at Balfour Beatty. Cllr Crane added that perhaps a continuous white line could also be painted at each side of the road at places where there is a hatched centre line, this being a recognised road safety device to give drivers the impression of a narrow road.

ACTION: BB

9. **Gates on the A417 Update.** Cllr Crane reported that Mr Ray Wallace of Balfour Beatty had agreed on the location of the gates and that these had to be accompanied by speed limit signs. A site meeting with the contractor who will install the gates would be arranged.

10. **Playground Opening Ceremony.** After discussion, Cllr Tilford proposed and Cllr Clark seconded that there would not be an opening ceremony for the new playground. Cllr Crane said that the existing fence might benefit from varnishing or staining, and that the spring mechanism on the gate needed attention. Cllr Crane proposed and Cllr Clark seconded that the Lengthsman be

approached for a quotation for carrying out the work. The Clerk was duly instructed to contact the Lengthsman for quotations. **ACTION: CS**

11. **Precept.** The Clerk reported that the Precept Request for the next financial year had to be returned to Herefordshire Council by 31st December. The 2017-18 Sub-Committee (Cllrs Mitcheson and Tremain and the Clerk) were asked to begin work on the 2019-20 Precept.

ACTION: SUB-COMMITTEE

12. **Printing the NDP.** Cllr Tilford said that, on reflection, there was no need to have any printed copies of the NDP, because the Plan was available online and, if necessary, individual copies could be printed for those who required them.

13. **Pothole Repairs and Other Public Realm Services Consultation.** Cllr Baker said that he was on the Committee which will consider the results of the Consultation. The Parish Council had no views on the issues raised and agreed that a nil return should be made.

14. **Draft Data Protection Documents.** Cllr Mitcheson reported that he had received only one comment on the drafts which he had circulated. This had been from Cllr Tremain and he had made the necessary amendment to the relevant document. Cllr Crane noted that the documents did not mention the Parish Hall. Cllr Mitcheson said that as Custodian Trustees the Parish Council did not control the Parish Hall's data: that was the responsibility of the Managing Trustees, the Parish Hall Management Committee. Cllr Tremain proposed and Cllr Avery seconded that the documents be adopted. This was agreed unanimously.

15. **Finance**

15.1 **Monthly Accounts Statements.** The monthly accounts had been circulated and were accepted (Proposer; Cllr Tilford: Seconder; Cllr Clark). The accounts are attached as Annex A. The Clerk had also circulated the monthly spreadsheet version of the accounts.

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

- Clerk's expenses (stamps)	£8.22
- PKF Littlejohn LLP (Audit)	£240.00
- Mr R Horlock (Website updates for 2016 and 2017)	£200.00
- Berrington Print Ltd (BFPG printing)	£188.90
- Mr M Darley (Footpath Officer's invoice)	£120.00
- Mrs Babs Mitcheson (BFPG Secretary's expenses)	£70.00
- Leominster Community Resource Centre (September <i>Newsletter</i>)	£194.20

15.3 The payment of the invoices was approved (Proposer; Cllr Morris: Seconder; Cllr Clark).

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

- 181726: *Land adjacent to Compton: Proposed erection of 1 no. self-build bungalow with parking and 182845: Land adjacent to Compton: Proposed erection of 2 no. self-build dwellings with garages and 1 no. self-build bungalow with parking.* Cllr Tilford had prepared and circulated a planning statement in which he had said that, except for minor changes in wording and the inclusion of an extra property, the applications were very little different from the previous application for development of the site which had been refused. Furthermore, since then, the Bodenham NDP had been adopted by referendum. He added that he could not understand why there were two separate applications for the same site. It was agreed that the Parish Council should object to both applications (Proposer; Cllr Avery: Seconder; Cllr Tremain).

17. **Updates**

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

17.2 **Parish Hall.** Cllr Layton reported that at the Parish Hall Management Committee's AGM the officers had been re-elected to their positions. He added that bookings were generally low and that the Committee intended to request a donation to the Parish Hall from the Parish Council. Cllr Mitcheson said that the Parish Council would be very willing to

consider a formal request, if made, provided that, as set out in the Clerk's email of 20th February 2017 to Mr Robin Knott, it was accompanied by sufficient details of the Parish Hall's financial position and plans to allow the Parish Council to justify allocating public money to the Hall.

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

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

19.1 **District Councillor's Report.** Cllr Baker reported that:

- he had looked with Mr Ray Wallace of Balfour Beatty at the possibility of installing a footpath along the C1125 from Ash Grove Road to a point opposite Hamwyn Joinery. He had yet to receive details of the ownership of the verge between those points from the appropriate person at Herefordshire Council.
- he had received a letter from a member of Bodenham Lake Sailing Club about renewing the Club's lease at the Lake, which he had undertaken to follow up.
- he had seen the traffic and road safety proposals from Holmer and Shelwick Parish Council These included reducing the speed limit on the C1125 through that Parish and he felt this might interest Bodenham, Marden and Sutton Parish Councils.

19.2 Cllr Mitcheson said that he would try to attend the "Parish Council Summit Meeting" on 17th October.

20. **Date of the Next Meeting.**

20.1 The remaining Meetings in 2018 will be held on Mondays 1st October, 5th November and 3rd December.

20.2 There being no other business, the Meeting closed at 9.25pm.

August 2018 accounts**OPENING BALANCE on 18th JULY 2018 = £48858.14**

Date	Income	Expenditure	Comment
19th July 2018	£50.00		Newsletter advertising
20th July 2018		£37.84	HMRC (Clerk's PAYE)
27th July 2018	£50.00		Newsletter advertising
31st July 2018		£151.67	Clerk's salary
1st August 2018	£80.00		Newsletter advertising
7th August 2018	£25.00		Newsletter advertising
9th August 2018		£145.00	Footpath officer's invoice
10th August 2018		£325.00	Silent Soldier payment
13th August 2018		£15.00	Clerk's expenses
13th August 2018		£420.00	Telemetry units and maintenance
14th August 2018	£138.60		First quarter footpath officer payment
17th August 2018		£220.00	Lengthsman's invoice
TOTALS	£343.60	£1314.51	

CLOSING BALANCE on 18th AUGUST = (£48858.14 + £343.60 - £1314.51) = £44887.23



BODENHAM FLOOD PROTECTION GROUP REPORT
(3 SEPTEMBER 2018)

1. **Summary of the Past Month.** Although the recent weather has brought some rain, there has been no increase in the flood risk, which remains low at present.
2. **Monthly Meeting.** The Group held its AGM last Tuesday (28 August 2018). This was attended by 25 members and all committee members and area representatives were elected to serve for a further year.
3. **The Group's Tenth Anniversary.** The arrangements for the Group's Tenth Anniversary Celebration in the Parish Hall on Sunday, 9 September were finalised. Posters advertising the event are on noticeboards around the Village and invitations have been distributed from door to door both in Bodenham Moor and Bodenham.
4. **Working Party Sessions.**
 - a. The stretch of the Millcroft Brook between the Brockington Road bridge and the C1125, which had not been sprayed before and had become choked with watercress, was sprayed on 7 August. The section of the Brook between the Millcroft Farm culvert and Ash Grove View was also sprayed for the first time on 9 August, as was the secondary growth of watercress and mare's tail downstream from Millcroft Farm.
 - b. Thanks to the sterling efforts of the 13 members who made up the working party on Friday, 10 August and of the 12 members on Friday, 17 August, the Millcroft Brook has now been cleared down to the River Lugg. That probably completes the Group's clearance work for the year and attention will now turn to ensuring that sandbag stocks are in good condition for the winter.
 - c. In past years the Group would normally have spent a session at Maund Bryan, but spraying has done most of the clearance needed there and any further work is rendered almost impossible because of the boggy nature of the stream bed. The Group would also have normally have spent several sessions on the Orchard Close drainage system, but the reduction in the number of members now able to carry out physical work has precluded this.
 - d. The working party sessions for September will be on Friday, 7 September, meeting at the Hamwyn Joinery carpark at 6.00pm and on Friday, 21 September at a venue yet to be decided.

5. **Social Calendar.**

- a. **Annual Bonfire Party.** The Annual Bonfire Party will be held on Saturday, 6 October at 6.00pm at Millcroft Farm. As always Councillors will, of course, be very welcome to attend with their partners.
- b. **Annual Quiz Night.** The Annual Quiz Night will take place in the Parish Hall on Friday, 30 November. Further details will follow nearer the time.
- c. **The Annual Coffee Morning.** The Annual Coffee Morning will be held on Saturday, 19 January in the Siward James Centre. Again, details will be advertised nearer the time.

K.A.M.