

**BODENHAM PARISH COUNCIL**

**MINUTES OF THE PARISH COUNCIL MEETING  
HELD AT THE SIWARD JAMES CENTRE  
at 7.30 pm on Monday, 4th June 2018**

**Present:** Cllr T Clark                      Cllr J Crane                      Cllr P James-Moore    Cllr T Mitcheson  
                 Cllr S Collin                      Cllr D Tilford                      Cllr K Tremain

District Councillor Bruce Baker was also in attendance.

5 members of the public were present.

1. **Apologies for Absence.** Apologies were received from Cllrs Dennis Jackson and Richard Layton.
2. **Declarations of Interest.** No declarations of interest were received.
3. **Minutes of the Previous Meeting.** Minute 16.2 was reworded to read “Cllr Layton said that it was not clear why the proposal to build a mobile phone mast at the Parish Hall had been withdrawn.” The Minutes of the previous Meeting were then approved unanimously (Proposer; Cllr Tilford: Seconder; Cllr Mitcheson).
4. **Matters Arising from the Minutes.**
  - 4.1 **Minute 4.8: Dog Control Orders.** The Clerk reported that he had contacted Herefordshire Council and had been told that all churchyards are covered by dog control orders, even if they do not appear on the list of such orders, and that Bodenheim Lake would be added to the list of places covered by dog control orders.
  - 4.2 **Minute 6: The Parish Council’s Insurance.** The Clerk reported that he had been unable to find a clear answer to the question of whether the Parish Council’s insurance covered volunteers at litter picks. Cllr Crane said that Zurich Insurance seemed to require that due diligence and a risk assessment be conducted, and that a list of volunteers and an accident log be kept. Cllr Mitcheson suggested that litter pick volunteers be given a list of risks and of actions which should not be undertaken. Cllr Tilford proposed that the matter should be reviewed again at the August Meeting. This was agreed.
  - 4.3 **Minute 8: Data Protection:** The matter was deferred until the next Meeting, but the Clerk was instructed in the meantime to contact Anthony Bush at Herefordshire Council for an update on how parish councils are affected by the amendments to the legislation.  
**ACTION: CS**
  - 4.4 **Minute 9: Silent Soldier.** Cllr Crane said that Mrs Babs Mitcheson’s target for donations towards purchasing a ‘Silent Soldier’ had almost been reached, and that a bid to The Armed Forces Covenant Fund for additional perspex ‘There But Not There’ silhouettes was being prepared..
  - 4.5 **Minute 13: Gates on the A417.** Cllr Crane reported that he was awaiting a final quotation.
  - 4.6 **Minute 18.6: The Clerk’s Salary.** Cllr Tilford reported on figures obtained from the National Association of Local Councils suggesting that the Clerk should receive a salary increase, which might depend on the number of hours he worked. Accordingly, the Clerk was instructed to keep a log of the hours he worked.  
**ACTION: CS**
5. **Opportunity for Members of the Public to Address the Parish Council.**
  - 5.1 Mrs Gwen Bowden reported that the footpath between the C1125 and Brockington Road is uneven, muddy, covered by rubble in places and has protruding nails from the adjacent fence. Cllr Crane said that the footpath is narrower in places than the permitted two meters. Cllr Clark said that the path was shown on the initial planning application as being two meters wide, but drawings on a revised application showed it as being 1.2m wide. The

Clerk was instructed to contact Mr Michael Mable at Herefordshire Council about the matter.

**ACTION: CS**

5.2 Mrs Bowden reported that the garage at one of the two properties behind 'Wynmoor' appeared to be higher than permitted and had a window above the door. Cllr Tilford undertook to check whether there was any difference between the actual garage and the garage as drawn on the planning application.

**ACTION: DT**

5.3 Mrs Liz Davies said that two cars were still being parked on the pavement on the C1121 near the war memorial. Cllr Crane said that he was concerned that the cars were parked too close to the bend for safety. Cllr Baker suggested that Parking Enforcement at Herefordshire Council should be contacted. The Clerk was instructed to do so.

**ACTION: CS**

6. **The New Playground.** The Clerk explained that decisions still needed to be made as to whether a path from Brockington Road and a new fence and gate should be installed as part of the contract for the new playground. After discussion, it was agreed that a new path was not necessary, that the existing fencing and gate should be retained in the interim, and that the contract for the remaining work should be awarded to Kompan. (Proposer; Cllr Mitcheson: Seconder; Cllr Clark). The Clerk was instructed to contact Kompan.

**ACTION: CS**

7. **Footpaths BM5 and BM25.** Mr Mike Darley - the Parish Footpath Officer - had sent photographs of the damage and deterioration to BM5/BM25 near to the Church. The Clerk was instructed to ask Balfour Beatty to inspect the footpath at this point.

**ACTION: CS**

8. **Vacancy on the Parish Council.** The Clerk reminded the Meeting that the vacancy on the Parish Council remained unfilled.

## 9. Finance

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

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

- Chairman's <i>Newsletter</i> expenses (Stamps; stationery, etc.)	£13.92
- Richard Morgan (Lengthsman's invoice)	£195.00
- Mike Darley (Footpath Officer's invoice)	£40.00

9.3 The payment of the invoices was approved (Proposer; Cllr Tilford: Seconder; Cllr Mitcheson).

## 10. Planning

10.1 The following planning applications were considered:

- 181694: *Broadfield Court, Bowley Lane: Retrospective structural repairs to pitched roof and replacement of flat roof finishes.* Cllr Tilford had circulated a planning statement. After discussion it was decided that no objection should be made to the application.
- 181862: *Land South of Duffryn Cottage, Sutton St Nicholas: Proposed erection of 1.5 storey detached dwelling house.* It was agreed that no response should be made to this application, because Duffryn Cottage is in Marden.

10.2 Cllr Tilford referred to the application for a non-material amendment to planning application 162506 (*Bodenham Manor: Demolition of former school buildings and erection of three detached dwellings*). Cllr Tilford said that Herefordshire Council's decision is that the application is not a non-material amendment and that a full planning application must be submitted

## 11. Updates

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

11.2 **Parish Hall.** In Cllr Layton's absence Mrs Gwen Bowden reported that the Hall's chairs had been cleaned, a new fire door had been fitted and that quotations are awaited for replacing the door to the boiler room and the window to the tennis room. Mrs Bowden said that the AGM would take place in July at a date yet to be determined.

11.3 **Neighbourhood Plan.** Cllr Mitcheson reported that the referendum date of 12th July had been confirmed and that unregistered voters could still apply to be placed on the electoral register in order to be able to vote in the referendum.

12. **Correspondence Not Previously Circulated.** The Clerk reported that he had received no correspondence, which had not previously been circulated. Cllr James-Moore said that she had received an email from Mrs Susan Haworth thanking the Parish Council for its gift to her for her work editing the *Newsletter*.

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

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

- Universal Credit will be introduced in Herefordshire in June:
- Herefordshire Council had voted to alter the register of interests to require county councillors to declare membership of societies and other organisations closed to non-members. Cllr Mitcheson noted that, there being only one register, this change would seem to apply to parish councillors as well. Cllr Baker was not able to confirm whether or not this was the case:
- there will be elections in May 2019 to both Bodenham Parish Council and to the Hampton Ward of Herefordshire Council.

13.2 Mr Mike Darley asked whether he should replace the stiles in Ketch Lane and Smeadals Lane with kissing gates. No decision was taken about this, but he was asked to clear overgrown vegetation on the stretch of BM13 from the C1125 to Chapel Lane. Cllr Clark asked about the missing fingerpost on BM24. Mr Darley said that the fingerpost is lying at the side of the road, but that it is a job, which Balfour Beatty should undertake. The Clerk was instructed to contact Mr Mike Walker at Balfour Beatty about the matter. **ACTION: CS**

14. **Date of the Next Meeting.**

14.1 The next Meetings will be held on Tuesday 3rd July, and on Mondays 6th August and 3rd September

14.2 There being no other business, the Meeting closed at 9.10pm.

May 2018 accounts

**OPENING BALANCE on 16th MAY 2018 = £34773.47**

<b>Date</b>	<b>Income</b>	<b>Expenditure</b>	<b>Comment</b>
20th April 2018	£7000.00		First precept payment
20th April 2018		£37.84	HMRC (Clerk's PAYE)
20th April 2018		£30.00	Parish hall room hire
26th April 2018		£54.00	Siward James (PC room hire)
30th April 2018	£485.00		Solar farm payment
30th April 2018		£151.67	Clerk's salary
1st May 2018	£25.00		BFPG Hedge trimmer repair
17th May 2018	£50.00		<i>Newsletter</i> advertising
<b>TOTALS</b>	<b>£7560.00</b>	<b>£273.51</b>	

**CLOSING BALANCE on 16th APRIL = (£34773.47 + £7560.00 - £273.51) = £42059.96**



## **BODENHAM FLOOD PROTECTION GROUP REPORT** **(4 JUNE 2018)**

1. **Summary of the Past Month.** Despite there having been yellow warnings in place for several days recently, we have (so far) escaped any major thunderstorms and the other recent rain has not caused any significant change in water levels. The risk of flooding has therefore remained very low.
2. **Monthly Meeting.** The Group's monthly Meeting last Tuesday (29 May 2018) was attended by 20 members.
3. **The Group's Tenth Anniversary.** The Sub-Committee formed to plan the Group's Tenth Anniversary celebration met on 30 April and preparations for the event are now in progress. The plan is that it should be held in the Parish Hall on Sunday, 9 September and be open to all. It is likely to include an exhibition of the Group's history, activities and achievements, together with an offer of free refreshments and of entertainment for children.
4. **Working Party Sessions.**
  - a. The second working party of the 'season' took place on Friday, 25 May when 11 members met at the Brockington Road Bridge. They cleared the large build up of silt under the C1125 and Brockington Road bridges, strimmed the west bank of the Brook between the bridges, and started work on the next downstream section.
  - b. The next working party sessions will be at 6.00pm on Friday, 8 and Friday, 22 June. On the first occasion the meeting place will be Brockington Road bridge. The location for the session on 22 June will be decided depending on progress on 8 June.
5. **Social Calendar.**
  - a. **Annual Barbecue.** The Annual Barbecue will be held at Willow Cottage in Maund Bryan by kind invitation of Mr and Mrs Schwartz. It will take place on 14 July, starting at 6.00pm, and, as always, Councillors and their partners are very welcome to attend.
  - b. **Annual Bonfire Party.** The Annual Bonfire Party will be held on Saturday, 6 October at 6.00pm at Millcroft Farm. Once again Councillors will, of course, be very welcome to attend with their partners.
  - c. **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.

K.A.M.