

BODENHAM PARISH COUNCIL

**MINUTES OF THE PARISH COUNCIL MEETING
HELD AT THE SIWARD JAMES CENTRE
at 7.30 pm on Monday, 5th December 2016**

Present: Cllr Alec Avery Cllr Tony Clark Cllr Stan Davis
 Cllr Pam James-Moore Cllr Tony Mitcheson Cllr David Tilford

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

1. **Apologies for Absence.** Apologies for absence were received from Cllrs Baker, Crane, Jackson and Layton.
2. **Declarations of Interest.** No declarations of interest were received.
3. **Minutes of the Previous Meeting.** Cllr Clark pointed out that Minute 4.4 did not mention the hedge on the C1125, as Minute 4.2 had stated. The Clerk reported that Minute 4.2 in the November Minutes was in fact Minute 4.2 in the October minutes, which had been included in the November minutes in error and was removed from the Minutes. The November Minutes were accepted as a correct record (Proposer; Cllr Tilford: Seconder; Cllr Davis) after Minute 4.2 had been deleted.
4. **Matters Arising from the Minutes.**
 - 4.1 **Minute 4.1: Defibrillator.** The Clerk reported that the defibrillator and its cabinet had arrived and were stored in the Parish Hall. He also reported that a quotation had been received from Mr Tom Dines of T Dines (Electrical) for £608 for the installation of the defibrillator. The Clerk was instructed to accept Mr Dines' quotation and to arrange for the work to be undertaken. **ACTION: CS**
 - 4.2 **Minute 4.3: The Bus Stop Opposite Chapel Lane.** The Clerk reported that Mr Robert Parker had agreed to undertake the work, but had said that it might be "late Spring" before he was able to do so.
 - 4.3 **Minutes 4.4: The Wood House Lane/ A417 Junction.** Cllr James-More said she had contacted the owner of Caldwell - the house on the junction with the hedge which obstructs visibility for vehicles leaving Woodhouse Lane - and that he had suggested that the hedge could be removed and replaced by 7ft-high wooden fence on the side of the property facing the A417 at no expense to himself. Cllr Mitcheson asked whether the hedge extends into Wood House Lane. Cllr James-Moore thought not. Cllr Tilford said that without planning permission the maximum height of the fence would be 2 metres (6 feet and 6 inches). Cllr James-Moore said that she would contact the owner of the property again to clarify the details of the proposal. **ACTION: PJ-M**
 - 4.4 **Minute 6: Bridleway Report.** The Clerk reported that he had replied to Herefordshire Council as instructed. Cllr Tilford said that the matter, which had now been resolved, had been ongoing since 1981.
 - 4.5 **Minute 12: Lengthsman Update.** The Clerk reported that he had met with Cllrs Crane and James-Moore to discuss reducing the Lengthsman's schedule in the light of reductions by Herefordshire Council in the Lengthsman Scheme funding, but that it had proved impossible to find reductions in the schedule, which consisted mostly of grass-cutting. The Clerk commented that it was probable that expenditure on the Lengthsman would be lower than in previous years, because some major works had now been completed and that other work, such as planting annual flowers around the War Memorial, would not be needed in future. The Clerk was instructed to apply for Lengthsman Scheme funding for 2017-18 on the same basis as in 2016-17. **ACTION: CS**

4.6 **Minutes 13.1 and 13.2: Precept and Monthly Accounts.** The Clerk reported that he had sent the precept request to Herefordshire Council and had adjusted the spreadsheet as instructed.

4.7 **Minute 16: Dog Fouling at Bodenham Lake.** The Clerk reported that he had contacted the dog warden, but had yet to receive a reply.

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

5.1 Mrs Gwen Bowden reported that the latest meeting of the Patients' Forum had been postponed, because the The Marches Surgery was short-staffed.

5.2 Mrs Bowden thanked the Parish Council for their work in 2016.

5.3 Mrs Liz Davies reported that there had been another 'near miss' at the A417/Woodhouse Lane junction.

5.4 Mrs Kathy Tremain reported that it may be possible in future to use concessionary bus passes on the Friday Bodenham-Leominster minibus service, though it would still be necessary to join the members' club first. Mrs Tremain said that the service seems to be well supported.

6. **Report from/Discussion with the Locality Steward.**

6.1 The Senior Locality Steward, Mrs Donna Tregenza, reported that she was moving to a new role within Balfour Beatty as Public Realm Supervisor and would be replaced by Mr James Howell. She explained that he was currently the Locality Steward for Leominster Town, but would not be encumbered with the same management responsibilities as herself. Mrs Tregenza added that the date for the Parish Walk would be re-arranged for the new year.

6.2 Cllr Avery asked about the unsafe drain cover at the top of Church Road. Mrs Tregenza replied that she would attend to this. The Clerk asked whether the broken steps, posts and rails on BM7 could be repaired by the Footpath Officer, rather than Balfour Beatty, so that the footpath could be re-opened as soon as possible. Mrs Tregenza said that the repairs were too extensive for the Footpath Officer to undertake, and assured the Clerk that money had been set aside for the repairs in Balfour Beatty's 2017-18 budget. The Clerk also asked about arranging a meeting as soon as possible to identify potholes for repair by the Lengthsman. It was agreed that the Clerk should contact the new Locality Steward to arrange a date for this. Cllr Tilford proposed a vote of thanks from the Parish Council to Mrs Tregenza for all her hard work and support as Locality Steward. Cllr Tilford's proposal was carried unanimously. **ACTION: CS**

7. **Lengthsman Update.** See Minute 4.5 above.

8. **The Telemetry System.** Cllr Mitcheson said that the telemetry flood warning system had been donated to the Parish by Hydro-Logic with free maintenance for five years. This period would end in May 2017, after which the Parish Council would become responsible for the maintenance, and in due course the replacement, of the system. He noted that regular maintenance was important because, for example, in the recent past it had been necessary to recalibrate the sensor and on a separate occasion to replace the battery. He reported that complete replacement of the system would cost around £1500, but in the meantime he recommended that the system should receive the annual maintenance service recommended by Isodaq Technology. This would cost £210, plus £140 for the use of Isodaq's servers for web data hosting and alarm messaging. Cllr Clark proposed and Cllr Tilford seconded that the Parish Clerk should send a purchase order to Isodaq Technology for this level of annual support. This was accepted unanimously. **ACTION: CS**

9. **Vacancy on the Parish Council.** The Clerk reported that Cllr Roger Austin had resigned from the Parish Council due to ill health and that the vacancy had been advertised on all the noticeboards. The Clerk added that the last date for Herefordshire Council to receive a nomination was 15th January 2017. The Clerk was instructed to send the vacancy notice to Cllr Mitcheson for publication on the Parish Website. **ACTION: CS**

10. **War Memorial.** Cllr Clark commented on the poor state of the flower beds around the War Memorial. Speaking on behalf of Cllr Crane in the latter's absence, Cllr Mitcheson replied that

Herefordshire Council had just agreed to provide a grant towards the Bodenham Open Spaces Project and that this should result in the present annual flowers being replaced by perennials.

11. **The Marches Freight Strategy.** The Clerk reminded Councillors that he had circulated an email about the Marches Freight Strategy. This is an attempt by Herefordshire, Shropshire and Telford & Wrekin Councils, together with the Marches Local Enterprise Partnership, to develop a freight strategy for the Marches. The Parish Council had been asked to respond by completing an on-line questionnaire. The Clerk was instructed to draft and circulate answers to the questions in the questionnaire for approval at the next Meeting. **ACTION: CS**

12. **Finance.**

12.1 **Monthly Accounts.** The Clerk presented the monthly accounts and improved spreadsheet. Cllr Tilford proposed and Cllr Clark seconded that the monthly accounts be accepted. The accounts are attached as Annex A.

12.2 **Outstanding Invoices.** It was agreed that the following invoices be paid (Proposer; Cllr Clark: Seconder; Cllr Avery).

- Clerk's expenses (printer cartridges)	£29.00
- Park Home Sales.com (Website hosting and domain name registration)	£288.00
- Mr K. A. Mitcheson (OS maps for Neighbourhood Plan displays)	£14.98
- Mrs B A Mitcheson (Sandbag container)	£1250.00
- Mr J Pollard (SID cable repair)	£7.00

13. **Planning.** The following planning applications were considered. Cllr Tilford had prepared a planning statement for each of them:

- **163496/FH and 163497/L: The White House:** *Proposed alterations and repairs to existing dwelling, new balcony and new garage/workshop.* Cllr Tilford talked through his planning statement and the associated drawings and it was decided unanimously that the Parish Council should make no objection to the application (Proposer; Cllr Tilford: Seconder; Cllr Mitcheson).

- **163524: Evendine:** *Two conservatory extensions to side and rear elevations.* Cllr Tilford talked through his planning statement and the associated drawings and it was decided unanimously that the Parish Council should make no objection to the application (Proposer; Cllr Tilford: Seconder; Cllr Mitcheson).

14. **Updates.**

14.1 **Bodenham Flood Protection Group.**

14.1.1 Cllr Mitcheson gave a report which is attached as Annex B. In particular, he drew Councillors' attention to the Consultation on Herefordshire Council's Local Flood Risk Management Strategy which was currently in progress. The draft strategy, which provides an overview of flood risk in the County, sets out five key objectives for managing local flood risk:

- Understand flood risks throughout Herefordshire
- Manage the likelihood and impacts of flooding
- Help the community to help themselves
- Manage flood warnings, response and recovery
- Promote sustainable and appropriate development

14.1.2. The Consultation is open until Monday, 30 January 2017 and, bearing in mind the priority which local residents have given to the mitigation of flood risk, both in the 2010 Parish Plan Survey and the 2014 Neighbourhood Plan Survey, Cllr Mitcheson suggested that the Parish Council might like to consider the draft Strategy and respond to the Consultation. Details could be found at <http://newsroom.herefordshire.gov.uk/have-your-saylocal-flood-risk-management-strategy.aspx>

14.2 **Parish Hall.** In Cllr Layton's absence no report was received. Mrs Gwen Bowden said that the new front doors for the Hall would be installed on 8th December.

14.3 **Lengthsman.** See Minute 4.5 above.

14.4 **Neighbourhood Plan.** Cllr Mitcheson reported that more than 60 responses had been received to the Neighbourhood Plan Consultation, most of which had been supportive. He and Cllr Tilford were drafting the required Consultation Statement which would contain the Parish Council's reply to each of the comments received. They hoped to have finished this task by the middle of January, after which a public meeting might be held to provide feedback to local residents on the outcome of the Consultation.

15. **Correspondence Not Previously Circulated.** The Clerk reported that there was no correspondence which had not been circulated previously.

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

16.1 In Cllr Baker's absence there was no District Councillor's report.

16.2 **Allowances Scheme for Parish Councillors.** Cllr Tilford reminded Councillors that a letter had been circulated from Herefordshire Council to parish councils asking whether the latter wished to adopt a scheme for their councillors to be paid allowances. (This was separate from the refunding of actual expenses to councillors who incurred them in the work for their council). It was agreed unanimously that Bodenham Parish Council did not want to adopt a scheme for the payment of allowances (Proposer; Cllr Tilford: Seconder; Cllr Davis). The Clerk was instructed to reply to this effect by the 27th January deadline.

ACTION: CS

17. **Date of Next Meeting.**

17.1 The next Meeting will be held on Monday 9th January 2017.

17.2 There being no other business, the Meeting closed at 8.45pm.

November 2016 accounts

OPENING BALANCE on OCTOBER 18th = £30802.24

Date	Income	Expenditure	Comment
20th October 2016		£37.84	Clerk's PAYE
24th October 2016	£558.74		Refunded VAT
28th October 2016	£948.00		2nd quarterly lengthsman and footpath officer payments
31st October 2016		£151.67	Clerk's salary
8th November 2016	£90.00		Newsletter advertising
8th November 2016	£30.00		BFPG donation
11th November 2016		£120.00	Audit fee
14th November 2016		£17.60	Clerk's expenses
15th November 2016	£50.00		Newsletter advertising
16th November 2016		£366.00	Lengthsman's October invoice
18th November 2016		£50.00	Royal British Legion donation
18th November 2016		£185.00	October Newsletter
18th November 2016		£201.75	November Newsletter
TOTALS	£1676.74	£1129.86	

CLOSING BALANCE on 18th November = (£30802.24 + £1676.74 - £1129.86) = £31349.12



BODENHAM FLOOD PROTECTION GROUP REPORT
(5 DECEMBER 2016)

1. **Summary of the Past Month.** Winter has now arrived with the first significant rainfall in many months. During and after Storm Angus on 21-22 November the early warning telemetry system issued its first two alerts since last March and water just entered the relief channel. However, thanks to all the hard work put in by BFPG members over the summer, the water got away very quickly and there was never any cause for concern.
2. **Monthly Meeting.** The Group's monthly Meeting was held on Tuesday, 29 November with 25 members present.
3. **Sandbag Protection.** The second hand 8' x 10' container for the storage of sandbags at the Parish Hall, which was approved at the last Meeting has now been purchased and the site for it has been prepared. The container itself is due to be delivered tomorrow (6 December) and the task will then be to transfer our existing central reserve stock of sandbags into it. It will also have to be painted so that it blends into its surroundings, but that will have to wait until warmer weather next spring.
4. **Consultation on the Local Flood Risk Management Strategy**
 - a. I should like to draw Councillors' attention to the Consultation on Herefordshire Council's Local Flood Risk Management Strategy which is currently in progress. The strategy, which provides an overview of flood risk in the County, sets out five key objectives for managing local flood risk:
 - Understand flood risks throughout Herefordshire
 - Manage the likelihood and impacts of flooding
 - Help the community to help themselves
 - Manage flood warnings, response and recovery
 - Promote sustainable and appropriate development
 - b. The Consultation is open until Monday, 30 January 2017 and, given the priority, which local residents have given to the mitigation of flood risk both in the 2010 Parish Plan Survey and the 2014 Neighbourhood Plan Survey, the Parish Council might like to consider the draft Strategy and respond to the Consultation. Although it is a lengthy document, much of it is repetition and much of it is not directly relevant to the Parish. Nevertheless, it contains quite a lot of basic information about flood risk and about the agencies and individuals responsible for mitigating it. It also explains the state of Herefordshire Council's knowledge of flood risk in its area, how it is trying to improve this and what it will in future regard as a 'significant flood event' worth investigating and recording
 - c. The document also mentions studies which are being conducted into areas which have been flooded in the past and what can be done to protect them. These are Lea, Eardisley, Eardisland, Five Bridges, Brimfield and Hope Under Dinmore, but surprisingly there is no mention of Bodenham; in fact, there is no mention of Bodenham in the document at all. It goes on to discuss how areas at risk

will be prioritised for action and there is a whole section on how to involve communities. Indeed, it says that “One of the factors that will be taken into consideration by the council when selecting schemes to be taken forward will be the support that is provided by the local community. In these times of austerity it is essential that all those involved in the management of flood risks join together to provide a partnership approach to flood risk management.” There was also much information about funding and, Councillors will be pleased to know, many references to sewerage and Welsh Water.

d. I do not intend to summarise the whole document, but I would urge Councillors to read it for themselves and either respond to the Consultation directly, or let me have their comments for inclusion in a Parish response. The Parish Clerk has already circulated the details, but to help in this process I will circulate the link to the document by e-mail again: <http://newsroom.herefordshire.gov.uk/have-your-saylocal-flood-risk-management-strategy.aspx>

5. **Social Events.**

a. **Annual Quiz Night.** The Group’s final social occasion in 2016 was the Annual Quiz Night in the Parish Hall on Friday, 25 November. Attendance was slightly down at 36, as was the income to BFPG funds of £277 after the deduction of expenses. Nevertheless, it was, as always, a most enjoyable and successful evening.

b. **Annual Coffee Morning.** The next event on the BFPG ‘s social calendar is the annual Coffee Morning, which will take place at Siward James on Saturday, 4 February 2017 from 10.00am to noon. The posters and flyers will be out around the Village nearer the date and details have already been published on the Parish Website and in the *Newsletter*. It goes without saying that everybody, and especially Councillors, will be most welcome to attend.

K.A.M.