

BODENHAM PARISH COUNCIL

**MINUTES OF THE PARISH COUNCIL MEETING
HELD AT THE SIWARD JAMES CENTRE
at 7.30 pm on Monday, 5th February 2018**

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

District Councillor Bruce Baker was in attendance.

Six members of the public were present.

1. **Apologies for Absence.** Apologies were received from Cllr Richard Layton.
2. **Declarations of Interest.** Cllr Mitcheson declared an interest in Item 11.
3. **Minutes of the Previous Meeting.** The Minutes of the previous Meeting were approved unanimously (Proposer; Cllr Clark; Seconder; Cllr Tilford).
4. **Matters Arising from the Minutes.**
 - 4.1 **Introduction.** The Clerk reported that a meeting on cybersecurity had been arranged with PCSO Stephanie Annette for 2pm on Wednesday 28th February at The Siward James Centre.
 - 4.2 **Minute 6: Bags for Dog Waste.** The Clerk reported that he had ordered and received dog fouling signs, which had been passed to Cllr Tilford for installation where appropriate. The Clerk further reported that he had published Cllr Tilford's notice about dog fouling in the February Bodenham *Newsletter*.
 - 4.3 **Minute 7: The Lengthsman.** The Clerk reported that he had contacted Balfour Beatty about procedures for appointing a new lengthsman and had been told that Balfour Beatty do not retain a list of lengthsman, and that the only requirement for working as a lengthsman was to have acquired certain certificates such as traffic management. Cllr Jackson reported that he had been told by Mr Mike Stephens that he would not apply for the post. The Clerk was instructed to ask Mr Richard Morgan to act as Lengthsman in Bodenham from 1st April 2018 until 31st March 2019. **ACTION: CS**
 - 4.4 **Minute 8: The Ketch Lane/Millcroft Road Junction.** The Clerk reported that the matter had been deferred until Balfour Beatty's Community Commissioning Model was in operation.
 - 4.5 **Minute 14.2: Water on the C1125.** Cllr Baker reported that he and the Herefordshire Council Enforcement Officer had inspected the solar farm to check whether conditions regarding drainage had been met. Cllr Baker said that the Enforcement Officer was satisfied that the conditions had been met.
 - 4.6 **Minute 14.3: New Data Protection Legislation.** The Clerk reported that he had contacted Herefordshire Council for advice on the new legislation and had received details of a course in March for parish clerks about the legislation, for which he had signed up.
 - 4.7 **Minute 14.4: Sewerage.** The Clerk confirmed that, as instructed, he had included an item in the Bodenham *Newsletter* about not disposing of unsuitable materials into the sewerage system.
5. **Opportunity for Members of the Public to Address the Parish Council.**
 - 5.1 Mrs Gwen Bowden asked about the work being done at the top of Millcroft Road next to England's Gate Inn. Cllr Mitcheson said that a new footpath was being installed by Bell Homes, as was required by the conditions of their planning application for England's Field.
 - 5.2 Mrs Liz Davies reported that there were some bad potholes on either side of the bridge on the C1125 and where the C1125 meets Ash Grove Road. The Clerk was instructed to report the potholes. **ACTION: CS**

6. **The SID.** Cllr Mitcheson reported that, because Mr Geoff Pollard had sold his van, he no longer had the means by which to transport the pole for the SID. However, Mr Derek Pritchard was willing to transport the pole for a small fee each time the SID was moved. Cllr Collin asked whether the BFPG trailer could be used. Cllr Mitcheson said that the pole was rather too long to be transported on the trailer and that still left the question of a vehicle to tow it. Cllr Collin said that she thought that the SID is effective in slowing traffic. Cllr Mitcheson agreed that it has an effect, albeit small. Cllr Tilford proposed and Cllr Tremain seconded that Mr Pritchard be asked to provide the necessary transport and that Mr Pollard be thanked for the many years in which he has helped with the SID. The motion was agreed unanimously. **ACTION: CS**

7. **The Playground Sub-Committee.**

7.1 Cllr Tremain reported that three quotations had been requested following visits to the Playground by potential suppliers, but only two had been received. Posters and samples of surfacing materials from the suppliers who had replied had been made available to Councillors before the Meeting. She said that the Sub-Committee felt that the two quotations which had been received were both acceptable and that it was not necessary to make a further attempt to obtain a third quotation.

7.2 Cllr Tilford asked whether it was proposed to replace all the existing equipment. Cllr Tremain replied that none of the existing equipment would be retained. Cllr Mitcheson asked about drainage. Cllr Tremain replied that the quotations included installing adequate drainage to the Playground. Cllr Tilford asked what age range the new equipment would cover. Cllr Tremain replied that the Sub-Committee had asked that one of the quotations be revised slightly to include a swing suitable for toddlers, so that as a wide an age range as possible would be catered for.

7.3 Cllr Tremain said that the Sub-Committee felt ready to hold a public meeting, where the proposals would be displayed. It was agreed that, subject to the availability of the suppliers, the Meeting would be held at the Siward James Centre on Saturday 14th April from 10.30am to 12.30pm. The Clerk was instructed to place a notice to this effect in the next issue of the *Bodenham Newsletter*. **ACTION: CS**

8. **The Transport Sub-Committee.** The Clerk reported that Cllr Collin had asked to join the Sub-Committee. This was agreed. Cllr James-Moore asked about progress on installing gateways on the A417. Cllr Crane reported that he and Colin Smith, the Locality Steward, had identified locations for the gateways, and that a quotation was awaited from Balfour Beatty for the necessary road surfacing changes at the selected sites.

9. **The Bus Shelter at Chapel Lane.** The Clerk reported that the roof of the Chapel Lane bus shelter had been repaired by Cllrs Clark and Crane. The Clerk was instructed to formally record the Parish Council's thanks to the two Councillors for their work. **ACTION: CS**

10. **Vacancy on the Parish Council.** The Clerk reported that Cllr Alec Avery had resigned. The vacancy had been advertised on the noticeboards and would shortly also be published on the Parish Website. The Clerk was instructed to write to Mr Avery thanking him for his years of service on the Parish Council. **ACTION: CS**

11. **Finance**

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

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

- C D Smith (Clerk's expenses: printer cartridges, dog signs)	£36.26
- Siward James and Arkwright Trust (PC room hire)	£60.75
- Siward James and Arkwright Trust (BFPG room hire)	£9.00
- K A Mitcheson (BFPG hedge trimmer repair)	£25.00

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

12. **Planning**

- 174761/F: *Broadfield Court: Proposed change of use from residential to exclusive wedding events and accommodation.* Cllr Tilford presented the planning statement, which he had prepared and circulated prior to the Meeting. After discussion was agreed that no objection be made to the application (Proposer; Cllr Tilford: Seconder; Cllr Mitcheson).

- 174285: *Land at Brockington Hall; Proposed development of two residential dwellings on garden land* and 174286 *Land at Brockington Hall; Proposed development of a single house and garage.* Cllr James-Moore noted that the previous planning application for the sites had been withdrawn. Cllr Tilford presented a planning statement, which he had prepared and circulated prior to the Meeting. He said that there were a number of concerns about the two applications, including that:

- both sites were outside the settlement boundary for Bodenham Moor proposed in the Bodenham NDP and, since the draft Plan was now at the post-Regulation 16 stage, this fact should be given due weight;
- the applications did not include Design and Access Statements, which meant that proper consideration of them was not possible and this was unacceptable;
- the applications did not include satisfactory plans for the disposal of either foul or surface water;
- the proposed houses would be very close to those in the Bell Homes development and this could adversely affect the amenity of the latter;
- the ownership of the access road to the sites was unclear;

Cllr Baker said that access on to the A417 was also likely to be queried by the Highways Department at Herefordshire Council. Referring to the mistakes in the applications, such as those relating to the number of houses and bedrooms being proposed, Cllr Tremain asked whether glaring errors in the applications would be clarified by Planning Officers. Cllr Baker said that they should be. Cllr Tremain proposed and Cllr Tilford seconded that the Parish Council should object to both applications. This was agreed unanimously. Cllr Tilford was asked to re-draft his planning statement, which the Clerk would then send to Herefordshire Council.

ACTION: DT and CS

- 180119: *Maundfield House, Chapel Lane: Proposed first floor extension above existing living accommodation and single storey rear lean-to extension.* Cllr Tilford presented the planning statement, which he had prepared and circulated prior to the Meeting. It was agreed that no objection be made to the application (Proposer; Cllr Tilford: Seconder; Cllr Mitcheson).

- 180239: *Stoneleigh: Variation of Condition 2 151651/F. Amendments to Plot 1.* Consideration of this application was deferred until the next Meeting.

13. **Updates**

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

13.2 **Parish Hall.** In the absence of Cllr Layton, Mrs Gwen Bowden gave a short report, in which she stated that quotations were being sought for the replacement of the door of the boiler room.

13.3 **Neighbourhood Plan.**

13.3.1 Cllr Mitcheson reported that:

13.3.1.1 The Regulation 16 Consultation on the NDP had finished on 11 January. Five days later Herefordshire Council had informed the Parish Council that they had recommended the draft Plan for progression to Examination and at the same time had provided copies of the responses to the Consultation. There were 17 of these – some from Herefordshire Council departments, some from statutory consultees, such as Welsh Water, the Environment Agency and Natural England, one from a local resident, one from Wellington Parish Council and three from developers, one of which contained information indicating an intention to apply for consent for up to ten houses at the East end of Millcroft Road. All these responses are now on

the Parish Website at <http://www.bodenhamparish.org.uk/evidencebase.asp> and also on Herefordshire Council's website.

13.3.1.2 On 26 January Herefordshire Council had forwarded the CVs of three Inspectors who would be available to examine the draft Plan. In the light of research by Cllrs Tilford and Mitcheson and in consultation with Cllr James-Moore, it had been decided to choose Mr Richard High, who has a lot of experience of examining neighbourhood development plans, notably those of smaller towns and villages including, for example, Breinton's NDP.

13.3.1.3 Mr High has now been appointed and, all being well, the Examination will start in late March. The Examiner may visit Bodenham incognito, but we may well hear nothing until we receive his report and recommendations. There are three possible recommendations that he can make – that the Plan is unacceptable in its present form and needs to be extensively revised and resubmitted; that the Plan can go forward to referendum, subject to certain modifications; or that the Plan can go forward to referendum without modification. We await the outcome.

13.3.2 Cllr Clark, supported by Cllr Collin, asked why the CVs of possible Examiners had not been circulated to Councillors. Cllr Mitcheson accepted, that on reflection, the CVs should have been circulated, but said that, with Herefordshire Council pressing for a quick response, time had been too short to involve all members of the Council in the selection process.

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

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

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

- Herefordshire Council's 2018-19 budget has been set: council tax will rise by 4.9%, which includes 2.9% ring-fenced for social care;
- he has asked Balfour Beatty to inspect the condition of the A417 in Bodenham and to make repairs as necessary;
- the Leader of Herefordshire Council, Cllr Tony Johnson, has stood down through ill health;
- a planning application to re-develop The Volunteer Inn in Marden has been approved;
- a planning application for the Amberley Arms Inn in Marden has been submitted.

15.2 Cllr James-Moore thanked Cllr Tilford for installing the noticeboard in the new bus shelter opposite England's Gate Inn. Cllr Mitcheson asked about the seat which still needed to be returned to the shelter and secured inside it. Cllr Tilford agreed to pursue this.

ACTION: DT

15.3 Cllr Clark asked Cllr Baker about progress in installing the promised new signs directing lorries towards S&A Davies. Cllr Baker said that he would contact S&A about the matter.

ACTION: BB

15.4 Cllr Clark asked the Clerk about progress towards beginning a Community Speed Watch scheme. The Clerk replied that the scheme had been approved in principle, but could not begin until a Traffic Regulation Order had been obtained, for which Mr Adnan Ali - the Community Speed Watch Co-ordinator at Warwickshire Police and West Mercia Police - had applied.

15.5 Cllr Tremain asked about the re-opening of the footpath at Ladywell Lane. Cllr Baker said that the necessary order had been made and would be advertised in *The Hereford Times* shortly.

16. **Date of the Next Meeting.**

16.1 The next Meetings will be held on Mondays 5th March, 9th April and 14th May (the Annual Meetings).

16.2 There being no other business, the Meeting closed at 9.00pm.

January 2018 accounts

OPENING BALANCE on 18th DECEMBER 2017 = £35115.69

Date	Income	Expenditure	Comment
19th December 2017		£225.00	Village green benches
19th December 2017		£240.00	Information board poster
20th December 2017		£37.84	HMRC (Clerk's PAYE)
2nd January 2018		£151.67	Clerk's salary
9th January 2018		£14.99	Chairman's expenses
10th January 2018	£125.50		Newsletter advertising
16th January 2018		£140.00	Lengthsman's invoice
17th January 2018		£30.00	BFPG parish hall room hire
17th January 2018		£67.00	PC room hire (Seward James)
18th January 2018	£485.00		Solar farm payment
18th January 2018	£16.00		Newsletter advertising
TOTALS	£626.50	£906.50	

CLOSING BALANCE on 18th JANUARY = (£35115.69 + £626.50 - £906.50) = £34835.69



BODENHAM FLOOD PROTECTION GROUP REPORT **(5th FEBRUARY 2018)**

1. **Summary of the Past Month.** When there has been very little rain over a prolonged period, as was the case last year, there is always the danger of becoming complacent. For example, by the middle of January it was over 10 months since, on 22 March 2017, the early warning telemetry system had last issued an alarm. However, we have now had our first warning for this year. This was at 5.15pm on Sunday, 21 January when the level in the Millcroft Brook reached 0.5m and eventually peaked at just over that at 6.40pm. The message is clear: we must not become complacent; we must make sure that we regularly review our emergency measures and equipment and ensure that we are prepared!.
2. **Monthly Meeting.** Our first monthly Meeting of the new year was last Tuesday (30 January 2018) in the Siward James Centre when there were 20 members present.
3. **Annual Coffee Morning.** Despite rather poor weather and a change of date from February to mid-January, the annual Coffee Morning was a great success. The amount raised totalled £382, which was a wonderful achievement so soon after Christmas and on such a cold day, and thanks are due to everybody who supported or contributed to the event in any way, but especially to Mrs Liz Davies and her team of helpers.
4. **Natural Flood Management.** Councillors may remember that the Government has allocated some £15M towards Natural Flood Management (NFM) across the country, of which some £626K has been allocated to NFM projects in Herefordshire, including one in Bodenham. For the Belgian Delegation's visit on 6 October we invited two Environment Agency representatives to attend and one of them, Mr Andrew Osbaldiston, indicated that he would be involved in the Bodenham NFM project. He has recently contacted the Chairman and Secretary and they are now in the process of arranging a meeting with him.
5. **The Group's Tenth Anniversary.** The formation of the BFPG took place in the first half of 2008 and the Group held its inaugural Meeting on 19 August that year. Members are in the process of deciding how the tenth anniversary might be celebrated, whether at the Annual Barbecue or Bonfire Night, or on a separate special occasion. No decision has yet been made.

K.A.M.