

BODENHAM PARISH COUNCIL

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

Present: Cllr A Avery Cllr T Clark Cllr S Collin Cllr J Crane Cllr P James-Moore
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.

1. **Apologies for Absence.** Apologies for absence were received from Cllr Layton.
2. **Declarations of Interest.** There were no declarations of interest.
3. **Minutes of the Previous Meeting.** The Minutes of the previous Meeting were approved unanimously (Proposer; Cllr Tilford: Seconder; Cllr Collin).
4. **Matters Arising from the Minutes.**
 - 4.1 **Minute 4.2: Litter Pick Risk Assessment.** See Minute 10 below.
 - 4.2 **Minute 4.3: The Community Commissioning Model.** Cllr Tilford complained about the delays caused by the non-appearance of Balfour Beatty's Community Commissioning Model template. Cllr Mitcheson acknowledged these, but noted that they would not necessarily delay progress in the form of feasibility studies, such as that into creating a pavement along the Ash Grove Road to England's Field stretch of the C1125.
 - 4.3 **Minute 4.5: Woodhouse Lane.** Cllr Tilford asked whether Cllr Collin had made any progress towards installing a replacement mirror at the end of Woodhouse Lane. Cllr Collin replied that she had nothing to report as yet.
 - 4.4 **Minute 4.6: Playground.** The Clerk confirmed that he had asked the Lengthsman to stain the playground fence.
 - 4.5 **Minute 6.6: Road Safety.** The Clerk confirmed that he had contacted Mrs Coleman to request that a feasibility study be conducted into Scheme 2 - the proposed pavement along the C1125 mentioned above.
 - 4.6 **Minute 13.1: Repairs to the A417.** The Clerk reported that the Lengthsman had not been allowed to clean the signs and reduce the foliage along the stretch of the A417 which was being resurfaced. Cllr Avery said that the resurfacing work appeared to be incomplete, because some of the road markings had not been painted fully. The Clerk was instructed to contact Balfour Beatty about this. **ACTION: CS**
5. **Opportunity for Members of the Public to Address the Parish Council.**
 - 5.1 Mrs Gwen Bowden commented that the new road markings along the A417 made walking in the dark there easier.
 - 5.2 Mrs Liz Davies asked whether there is a weight restriction on the swings in the new playground. Councillors were not aware of any limit.
 - 5.3 Mrs Davies commented that she felt it was regrettable that, while the road markings at the junction of the C1121 and Smeadal's Lane had recently been repainted, those at the C1121/ Ketch Lane junction had not.
 - 5.4 Mrs Davies also reported that, sadly, the Lugg Valley Friends of Cancer Research UK's forthcoming coffee morning on Friday, 9 November would be their last, and that over the years the Group had raised in the region of £250,000.

5.5 Mrs Claire Pickard said that there was no pavement along much of the C1121 between Bodenham Moor and Bodenham School and she had noted that people often do not walk along this facing oncoming traffic. She suggested mounting an awareness-raising campaign of the dangers of doing so. Cllr James-Moore suggested that the School should be contacted, and asked whether Mrs Pickard would be prepared to do that - with the blessing of the Parish Council. Mrs Pickard agreed to do so. Cllr Baker added that, for similar road safety reasons, he had sent a 'welcome' letter to residents of England's Field, in which he had suggested that access to the playground should be *via* Millcroft Road and Brockington Road, and not along the C1125.

6. **Damage to the Playground Gate.** Referring to the recent problems in repairing the self-closing mechanism on the playground gate, Cllr Avery remarked that the playground gate at Queenswood has a simple lock to close it. Cllr Crane asked whether there were any regulations covering playground gates. The Clerk said that he would ask Mrs Fran White whether there were any. Cllr Tilford said that he had spoken to Mr Rob Heard of Kompan who had recommended metal gates and suggested a supplier (Jacksons). The Clerk was instructed to contact Jacksons to ask for a quotation for a metal gate, self-closing hinges and fitting. **ACTION: CS**

7. **Village Gateways and Improved Signs.** Cllr Crane reported that final, amended quotations for the gateways and 30mph sign improvements had been received, which he had circulated, and that final locations had been agreed with Balfour Beatty. Cllr Clark proposed and Cllr Mitcheson seconded that the quotations be accepted. This was agreed unanimously. The Clerk was instructed to contact JACS to accept the quotations. **ACTION: CS**

8. **Adult Exercise Equipment.** Cllr Tremain suggested that adult exercise equipment might be installed on the land between the Surgery and the C1125. She undertook to ascertain the manufacturers of the adult exercise equipment at Yazor Road and to contact the Surgery about whether adult exercise equipment could be installed on the land and what the most medically appropriate types of equipment might be.

9. **Sandbags.** Cllr Mitcheson reported that fifty empty sandbags were needed by the BFPG and he suggested that an additional 20 bags should be purchased at the same time to re-bag the Parish's stock of salt behind the Parish Hall; the salt bags there had degraded and were now an eyesore. He said that the total cost of 70 empty sandbags would be £42 including VAT. It was agreed that the sandbags should be purchased. **ACTION: TM**

10. **Litter Pick Risk Assessment.** Cllr Crane said that, in preparing a draft risk assessment, he and Cllr Morris had followed Health and Safety Executive (HSE) guidelines. These advised that no litter picking should take place on roads with a speed limit of 40mph or more, and that litter pickers should not work within 1.2m of a carriageway. The Clerk said that these proposals, if accepted, would preclude litter picking throughout virtually the whole of the Parish. Cllr Crane said that insurers would hide behind the HSE guidelines, even though these were not statutory. Cllr Baker said that, if litter pickers wore high visibility vests, then the blame for any accident would lie with the driver of the vehicle involved. He suggested that a disclaimer be included in the advice given to litter pickers. Cllr Crane said that the 40mph and 1.2m clauses would be removed from the next draft of the risk assessment, which he and Cllr Morris would produce for the next Meeting. **ACTION: JC and TMO**

11. **Litter Pick Dates.** Cllr Mitcheson suggest that Saturdays, 23rd March and 2nd November might be suitable dates for the 2019 litter picks. Cllr James-Moore suggested that henceforth the refreshments should be funded by the Parish Council. Both suggestions were accepted (Proposer; Cllr Avery: Seconder; Cllr Collin).

12. **Precept.** The Clerk had circulated a spreadsheet setting out the predicted income and expenditure for 2019-20, from which the Precept Sub-Committee proposed that a precept of either £14,000 or £15,000 should be requested. After discussion of the figures in the spreadsheet, it was agreed that the latter figure should form the precept request (Proposer; Cllr Clark: Seconder; Cllr Avery).

13. **Parish Hall Grant Request.** The Clerk had circulated a letter from Mr Robin Knott - the Chairman of the Parish Hall Management Committee (PHMC) - requesting a grant of £1,500 for the Parish Hall for 2017-18. Cllr Mitcheson said that more information was needed from the PHMC, such as the latest accounts and details of any grant funding which had been sought and obtained. Cllr Crane suggested that the Parish Council might offer to provide the PHMC with support in writing grant requests. Mrs Gwen Bowden, who is a member of the PHMC, said that grants have been obtained in the past. It was agreed that the Clerk should write to Mr Knott asking for further information, so that the request could be considered at the next Parish Council Meeting.

ACTION: CS

14. **Finance**

14.1 **Monthly Accounts Statements.** The monthly bank statement had been circulated, as had the monthly accounts and spreadsheet. The accounts were approved (Proposer; Cllr Tilford: Seconder; Cllr Clark) and are attached as Annex A.

14.2 **Spreadsheet.** The Clerk reported that, although the latest figures in the spreadsheet were correct, there were errors in the figures for previous months, which he had been unable to correct. Cllr Mitcheson offered to help to rectify the errors, when he had time to do so.

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

- Clerk's expenses (Printer paper and cartridges: envelopes)	£31.50
- Leominster Community Resource Centre (October Newsletter)	£201.75
- Mrs F White (Playground inspection)	£58.60
- Siward James and Arkwright Trust (PC meetings room hire)	£54.00
- Siward James and Arkwright Trust (BFPG meetings room hire)	£13.50
- Mr Richard Morgan (Lengthsman's invoices 34 and 35)	£300.00
- Mr Mike Darley (Footpath Officer invoice 366)	£218.00

14.4 Cllr Clark asked about the strimming of grass on the corners of the A417 near England's Gate Inn and opposite Saffrons Garage, work which should be done by Balfour Beatty, not the Lengthsman. The Clerk said that he would check the Lengthsman's schedule. The payment of the invoices was then approved (Proposer; Cllr Tilford: Seconder; Cllr Tremain).

ACTION: CS

15. **Planning.** The following planning application had been placed on the Agenda for information purposes only, the Parish Council having already submitted a 'No objection' response to Herefordshire Council:

- 183575: Shortlands,: variation of condition 2 following grant of planning permission, (161279) - to extend proposed utility and to install PVC windows and doors.

16. **Updates**

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

16.2 **Parish Hall.** In Cllr Layton's absence no report was given.

17. **Correspondence Not Previously Circulated.** The Clerk reported that he had received the latest copy of *Clerks and Councils Direct*, which he had passed to the Chairman.

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

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

- he had met PCSO Sue Berrett and would circulate his notes of that meeting. He added that, in PCSO Berrett's opinion, the damage to the playground gate should have been reported to the police.
- the Police and Crime Commissioner was standing for internal Conservative Party re-election, but no public election to the post was due to be held for another two years.
- the latest issue of Herefordshire Council's new newsletter covers the Council's budget. The Council is projected to be £1.5m in deficit in 2018-19.

18.2 Cllr Collin reported that cutlery had been taken in a burglary in Brockington Road, though some of this had been found subsequently in Ketch Lane and at Isle of Rhea. Cllr Collin also reported that burglaries had recently taken place in Marden, and that a Honda Civic with the registration number DUO8VVZ was being sought.

18.3 Cllr Mitcheson reported that he and Cllr James-Moore had attended Herefordshire Council's 'Parish Summit' meeting, at which the only mention of Bodenham had been in connection with child poverty.

19. **Dates of the Next Meetings.**

19.1 The remaining Meeting in 2018 will be held on Monday, 3rd December. The first Meeting in 2019 is on 7th January.

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

October 2018 accounts**OPENING BALANCE on 18th SEPTEMBER 2018 = £43614.07**

Date	Income	Expenditure	Comment
19th September 2018	£485.00		Solar farm payment
20th September 2018		£56.76	HMRC (Clerk's PAYE)
21st September 2018	£7000.00		Second precept payment
1st October 2018		£227.50	Clerk's salary
2nd October 2018	£170.00		Newsletter advertising
4th October 2018		£185.00	Footpath Officer
4th October 2018	£160.00		Newsletter advertising
5th October 2018		£100.00	SID deployment
5th October 2018		£196.73	BFPG expenses
8th October 2018		£22.00	Clerk's expenses
8th October 2018	£50.00		Newsletter advertising
16th October 2018	£254.10		P3 (Footpath Officer) payment
TOTALS	£8119.10	£787.99	

CLOSING BALANCE on 16th OCTOBER = (£43614.07 + £8119.10 - £787.99) = £50945.18



BODENHAM FLOOD PROTECTION GROUP REPORT
(5 NOVEMBER 2018)

1. **Summary of the Past Month.** Although there was apparently some flooding elsewhere in the County over the weekend 13-14 October, so far as Bodenham was concerned there has been no reason for concern about flood risk over the past month.
2. **Monthly Meeting.** The Group held its monthly Meeting last Tuesday (30 October 2018), at which 20 members were present.
3. **External Contacts.**
 - a. **Kent, South London and East Sussex Area.**
 - (1) As reported last month, Ms Emily Whittingham, the Environment Agency's Flood Resilience Officer for Kent, South London and East Sussex Area (KSLES) requested our help for a Community Resilience Workshop which she was organising. She wanted to use the BFPG as a case study of the Group's work, which she thought could inspire others to get involved in their own communities. We provided her with copies of the display posters used at the Tenth Anniversary Celebration and an updated version of the PowerPoint presentation outlining the history and activities of the Group which we gave to a Northamptonshire Flood Wardens' Training Day some time ago.
 - (2) Ms Whittingham has subsequently written to thank us for our help, reporting that the Community Resilience Workshop had been a great success, and sending us some photographs of the event, including one of the display about the BFPG.
 - b. **Flood Memory App.**
 - (1) On 5 October we received a request from Dr Joanne Garde-Hansen, Director of the Centre for Cultural & Media Policy Studies at Warwick University, for comments on an app being developed by the University that maps flood memories. Users log in and submit a memory, pinning it to the relevant map and then tag it. The University's research has apparently showed that flood memories can be very helpful in sharing and passing on community knowledge, but that there is currently no way of sustaining flood memory knowledge. This app is designed to provide a means of doing this.
 - (2) I provided my own feedback on the app and circulated the request to everybody on the BFPG mailing list, asking them to respond direct to Dr Garde-Hansen. I am not aware of anybody having done so.

c. **River Wye and Lugg Natural Flood Management Project.**

(1) Councillors may remember that in 2017 the Government allocated £15M towards initiating natural flood management (NFM) projects across the country – that is, projects designed to use natural methods, such as better soil management, planting more trees, and building retention ponds, to absorb or at least slow down flood water. Over £600K of this was allocated to Herefordshire for 8 areas, one of which was Bodenham. There was some early feedback on this, for example when the Environment Agency asked for permission to access the data from the early warning telemetry system and talked about having a meeting with us. However, everything then went quiet.

(2) Having heard nothing for a long time, I asked Cllr Baker if he could find out what progress was being made. As a result we were put in touch with Ms Bethany Easdon, the Natural Flood Management Project Officer at Herefordshire Council, and she informed us that:

(a) The River Wye and Lugg Natural Flood Management Project has been set up and is progressing well. A Steering Group has been established and, following the necessary background work, it is hoped to get things going on the ground very soon.

(b) The Wye and Usk Foundation and the Severn Rivers Trust will be working in partnership with Herefordshire Council and the Environment Agency to help deliver the Project. Both organisations will be deploying specialist catchment advisors to seven priority sub-catchments in the County, including the Bodenham and Millcroft catchment. The catchment advisors' main role will be to help advise farmers and landowners on ways in which they can improve their current land management practices for the benefit of flood risk reduction.

(c) As the Project will be community-focused, Catchment Delivery Groups (CDG) will be set up which will contain representation from Herefordshire Council, the Environment Agency, flood action groups, local residents and other relevant organisations. Using Natural Flood Management Opportunity Maps (already commissioned), local knowledge, expert advice and other evidence, the CDG will create Catchment Delivery Plans detailing their list of priority actions within the catchment. A 'NFM construction grants scheme' will also be established which will help pay for the implementation of NFM measures within the catchment.

(d) DEFRA, who are funding the Project, require that evidence is gathered to investigate the effectiveness of NFM measures. There will therefore be a monitoring plan to address this requirement. Also, as part of the Project river and rainfall gauges will be installed within the catchments to monitor how NFM measures affect each river's response to different rainfall events.

(e) Because there is an active community in Bodenham, the Bodenham and Millcroft catchment has been assigned as a high priority for the Project and this catchment will therefore be one of the first to be engaged. The intention would then be to set up the first Delivery Group meeting within the catchment, so that a plan of action can be decided and work can begin.

(3) Ms Easdon is keen to meet BFPG members and explain the Project in more detail. She is therefore coming to the November BFPG Meeting to give a brief presentation, possibly including a short video, about the thinking behind NFM and how it is being implemented elsewhere.

(4) It is possible that two other key people will also be present. One is Mr Tom Jolly who works for the Wye and Usk Foundation as a catchment advisor and will be covering the Bodenham and Millcroft Catchment. The other is Mr Andrew Osbaldiston, who works for the Environment Agency and is the NFM Project Co-Ordinator for the whole West Midlands area.

(5) NFM should be an interesting and important subject to help the Group to end its tenth year on a high.

4. **Social Calendar.**

a. **Annual Bonfire Party.** The Bonfire Party was held, as planned, at Millcroft Farm on Saturday, 6 October. About 30 members and their guests attended and the weather was kind, with a gentle shower during the afternoon to dampen the area around the bonfire to prevent sparks setting it alight, followed by fine weather for the event itself. Particular thanks are due to those who contributed food and drink to it.

b. **Annual Quiz Night.** The Annual Quiz Night will take place in the Parish Hall on Friday, 30 November. The doors will open at 7.00pm and the Quiz will start at 7.30pm. The cost will be £5 per person. Nibbles will be provided, but those attending are asked to bring their own drink. (Glasses will be available). There will, of course, be prizes for the winning table.

c. **The Annual Coffee Morning.** The Annual Coffee Morning will be held on Saturday, 19 January in the Siward James Centre from 10.00am to 12.00 noon. There will be a raffle and a Bring and Buy table instead of Tombola.

K.A.M.