

**BODENHAM PARISH COUNCIL**

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

**Present:** Cllr Roger Austin    Cllr Alec Avery    Cllr Tony Clark    Cllr Jim Crane  
Cllr Stan Davis    Cllr Dennis Jackson    Cllr Tony Mitcheson    Cllr David Tilford.

District Councillor Bruce Baker was also present

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

1. **Apologies for Absence.** Apologies for absence were received from Cllrs Richard Layton and Pam James-Moore, in whose absence Cllr Mitcheson chaired the Meeting.
2. **Declarations of Interest.** No declarations of interest were made.
3. **Minutes of the Previous Meeting.** The previous Minutes were accepted as a correct record (Proposer; Cllr Tilford: Seconder; Cllr Crane).
4. **Matters Arising from the Minutes.**
  - 4.1 **Minute 4.1: Defibrillator.** The Clerk reported that he had received a quotation from TDE (T. Dines Electrical) of £568. Cllr Clark proposed and Cllr Austin seconded that the quotation be accepted. This was agreed unanimously. The Clerk was instructed to contact TDE. **ACTION: CS**
  - 4.2 **Minute 4.3: Hedge on the C1125.** The Clerk and Cllr Baker both said that they had discussed the matter with the Locality Steward. The Clerk reported that the Locality Steward had said that the hedge cutting programme would begin at the end of August and that the hedge on the C1125 was included in that programme. The Clerk and Cllr Baker agreed to contact the Locality Steward again. **ACTION: CS and BB**
  - 4.3 **Minute 4.6: Herefordshire Sailing Club.** Cllr Baker reported that he and the Clerk had not been allowed to attend the meeting between Herefordshire Wildlife Trust and Herefordshire Sailing Club, which had been arranged to resolve the problems between the two organisations. Cllr Baker and the Clerk both said that they had been informed that the meeting had taken place and that positive progress had been made. Cllr Baker noted that a second meeting was to take place on 5 September at which it was likely that a decision would be made as to the Sailing Club's future at Bodenham Lake.
  - 4.4 **Minute 5.3: Community Speed Watch.**
    - 4.4.1 The Clerk explained that after much email correspondence between himself and West Mercia Police, Mr Adnan Ali, the local Community Speed Watch (CSW) Coordinator, had replied to the effect that:
      - West Mercia Police currently enforce the 40mph speed limit on the Parish's stretch of the A417 and do not permit a CSW scheme to operate in the same location as an enforcement site;
      - the A417 enforcement site includes the neighbouring C1121 and the C1125;
      - the enforcement site is due for review in October when a decision will be made whether to continue to enforce there or not;
      - If the decision is taken to cease enforcement on the A417, West Mercia Police may be in a position to assess whether a CSW is appropriate for Bodenham and, if so, to take the necessary steps to implement it.
    - 4.4.2 The Clerk added that it therefore seems that enforcement on the A417 precludes a CSW scheme operating on the C1125 or the C1121. The Clerk was instructed to contact PCSO Steph Annette about Mr Ali's email. Cllr Baker said that

he would ask Mr Simon Hobbs at Herefordshire Council about the Council's policy regarding CSWs. **ACTION: CS and BB**

4.5 **Minute 6: Newsletter.** The Clerk reported that he had contacted Rivers Media about printing the *Newsletter* should the need arise, and that Rivers Media were willing to do so.

4.6 **Minute 7: Playground/Section 106 Agreement.** Cllr Tilford reported that he had spoken to Mrs Yvonne Coleman at Herefordshire Council, who had inspected the Bell Homes site at England's Field and had said that she would inform Bodenham Parish Council when Section 106 money was due. Cllr Tilford was asked to follow up his conversation with Mrs Coleman. **ACTION: DT**

4.7 **Minute 8: Replacement 427 Bus Service.** Cllr Davis reported that he had travelled on the service on the first occasion that it had run. He said that 9-10 people had used the service, but it was expected that the number would increase as people returned from holiday and as knowledge of the new service spread.

4.8 **Minute 16.3: Missing 'Road Narrows' Sign.** Cllr Clark reported that the 'Road Narrows' sign in Millcroft Road had still not been replaced. The Clerk was instructed to ask the Locality Steward again about the sign. **ACTION: CS**

4.9 **Minute 16.4: The Bus Stop Opposite Chapel Lane.** The Clerk reported that the promised quote from Mr Sean Stanley had not been received. The Clerk was instructed to ask Mr Stanley again. **ACTION: CS**

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

5.1 Mrs Gwen Bowden asked whether Cllr Baker had been told of the misted mirror opposite the end of Wood House Lane. There was some discussion as to whether the mirror was misting up or was scratched and Cllr Baker said that he had not heard anything about it recently. He said that, if the mirror was damaged, Balfour Beatty would not replace it. Cllr Tilford said that current national policy is not to replace mirrors, because there is evidence that mirrors are not effective and may even be dangerous. The Clerk was instructed to find out about the use of mirrors and their cost. **ACTION: CS**

5.2 Mrs Bowden also asked about the overgrown hedge on the A417/Wood House Lane junction. Cllr Baker said that no progress had been made on that issue, but that the 'SLOW' signs on the A417 in the vicinity of the junction are to be repainted.

6. **Precept.** The Clerk suggested that a sub-committee be formed to make a recommendation for the sum to be requested as the 2017-18 precept. It was agreed that the sub-committee should consist of Cllr Mitcheson, Cllr Jackson and the Clerk and that it should prepare an estimate of expenditure for 2017-18. **ACTION: TM, DJ and CS**

7. **S&A Meeting Report.** The Clerk gave a report on the meeting between Cllr Baker, Cllr Clark, representatives of S&A Produce and himself which had been held in Marden on 14th July. The Report is attached as Annex A. Cllr Baker said that he would follow up on the actions agreed in it. Cllr Clark commented that the S&A Produce signs on the C1125 in Bodenham simply say "Marden", whereas the signs in Marden say "S&A" and "Brook Farm". **ACTION: BB**

8. **Travellers' Sites Consultation.** Cllr Tilford said that none of the sites listed in Herefordshire Council's Consultation was in or near Bodenham and that, therefore, no response from Bodenham Parish Council was necessary. He added that most of the listed sites already exist and the Consultation is largely about proposals to extend them.

9. **Public Green Spaces Scheme.** Cllr Crane said that the Public Green Spaces Scheme was part of Herefordshire Council's Sustainable Communities Scheme and offered grants of up to £1,000 for enhancing green spaces. He suggested setting up an 'Open Village' group, which would aim to enhance five sites in Bodenham (including the Village Green, the War Memorial and the Millcroft Brook). He reported that a volunteer group already existed and that a call would be made in the October *Newsletter* for more volunteers. He noted that the Open Gardens Weekend in July had raised £2,000 for the Church and that the aim of the 'Open Village' group would be to extend this initiative with planting schemes, etc. He added that

any bid had to be made by the Parish Council, which has to guarantee to fund 25% of the sum applied for, though this can be offset against volunteer work. He proposed and Cllr Jackson seconded that a bid should be made. The proposal was agreed unanimously. Cllr Crane agreed to prepare and submit the bid.

**ACTION: JC**

10. **Neighbourhood Plan.**

10.1 Cllr Mitcheson reported that the grant application for £3,552 had been successful and that the money should now be in the Parish Council's bank account. He reminded Councillors that they had approved the draft Neighbourhood Plan at their last Meeting on 1 August and reported that that the Plan was now with the printers: 575 copies should be received later this month.

10.2 He went on to give details of the arrangements for the public Steering Group Meeting to be held at 7.30pm on Tuesday, 20 September in the Parish Hall. Posters advertising the event were up on the parish noticeboards and on the Parish Website and flyers would also soon be available, for example in the Post Office. The aim of the Meeting would be to:

- draw attention to the main issues covered in the draft and to the new policies being proposed;
- describe the Regulation 14 Consultation process;
- answer any questions.

10.3 Copies of the Plan itself would not be available at the Meeting. Instead, they would be distributed to all households and businesses in the week 26 September – 2 October by volunteers being organized by Cllr James Moore. By then (and probably earlier) the draft Plan would be available on the Parish Website. (The supporting evidence is already on the Website).

10.4 Cllr Mitcheson concluded by saying that the Regulation 14 Consultation would run for six weeks from Monday, 3 October – Monday, 14 November. Each printed copy of the draft Plan would contain a form on which people would be able to send in their comments by e-mail to a special e-mail address (bodenhamneighbourhoodplan@gmail.com ), by post to Millcroft Farm, or by dropping them off in boxes at Saffron's Cross Garage, at the Post Office or at Millcroft Farm. The closing date for comments would be 5.00pm on Sunday, 20 November.

11. **Finance.**

11.1 **Monthly Accounts.** The Clerk presented the monthly accounts and spreadsheet. Cllr Clark commented that there was a discrepancy between his estimate of the BFPG's balance and that shown on the spreadsheet. Cllr Mitcheson explained that the Parish Council's accounts were based on the bank statement, which is finalised on the 18th of the month, whereas the BFPG's accounts are finalised on the last day of the month. The Clerk added that a further small discrepancy might arise because small amounts of VAT paid into the Parish Council's account may not yet have been credited to the BFPG, where appropriate. Cllr Tilford proposed and Cllr Avery seconded that the monthly accounts be accepted. The accounts are attached as Annex B.

11.2 **Outstanding Invoices.** It was agreed that the following invoices be paid (Proposer; Cllr Tilford; Seconder; Cllr Crane).

- Mike Darley (Footpath Officer's invoice (239))	£135.00
- Bodenham Parish Hall (Room hire 20th July)	£10.00
- DC Gardening Services (Lengthsman's August invoice)	£84.00
- Clerk's expenses (stamps, printer cartridges)	£18.00
- Leominster Community Resource Centre (September Newsletter)	£185.00

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

- **162437 - Tan Y Bryn: *Fell three cypress trees and one old diseased apple tree.*** The decision to make no objection to this application was ratified.

- **162438/RM: Wynmoor: *Land at Wynmoor: Proposed reserved matters following outline approval 152415 (Proposed site for 2 dwellings).*** The Parish Council resolve to strongly object to this application, using a planning statement prepared by Cllr Tilford to give a detailed explanation for this decision.

- **162506/F: Bodenham Manor: Demolition of former school buildings and erection of three detached dwellings.** Cllr Tilford said that planning permission for two houses on the site had been granted some time ago. He expressed concerns about the materials and design of the proposed dwellings, given their location in the Conservation Area and their visibility from Bodenham Lake. Cllr Mitcheson said that the proposed dwellings were not sympathetic to or in keeping with the neighbouring environment. It was agreed that Cllr Tilford should amend the planning statement he had prepared to say that the Parish Council has reservations about the application on the above grounds.

13. **Updates.**

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

13.2 **Parish Hall.** In the absence of Cllr Layton Mrs Gwen Bowden reported that the new doors to the Parish Hall are to be fitted in mid-October. Cllr Mitcheson noted that the autumn programme for Flicks is on the Parish Website.

13.3 **Lengthsman.** No report was given.

13.4 **Neighbourhood Plan.** See Minute 10 above.

14. **Correspondence Not Previously Circulated.** The Clerk reported that he had received the latest copy of *Clerks and Councils Direct* magazine, which had been passed to Cllr Mitcheson.

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

15.1 Cllr Baker reported that:

- up to 1,000 new jobs will be created in the Enterprise Zone in Rotherwas over the next few months:

- Herefordshire Council's website is to receive a makeover by December to make it more user-friendly:

- Herefordshire Council's Bath Street premises have been sold to a housing association:

- a number of Heritage Open Days will take place over the next few months.

15.2 Cllr Clark reported that the broken oak post and displaced drain cover in Church Road had not been replaced. The Clerk said that he would contact the Lengthsman and the Locality Steward respectively, now that Welsh Water had finished their work in Church Road.

**ACTION: CS**

15.3 Cllr Avery reported that the hedge on the corner of 1, Brockington Road was overgrown. The Clerk was instructed to contact the property owner.

**ACTION: CS**

16. **Date of Next Meeting.**

16.1 The next Meeting will be held on Monday, 3rd October 2016.

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

## Report of Meeting with S&A on 14th July 2016

Present: Ms Jude Norcott (S&A PR Officer/PA to Directors); Kevin Turner (S&A Transport Manager); Bruce Baker (Hampton ward councillor); Tony Clark (Bodenham Parish Councillor); Chris Smith (Clerk to Bodenham Parish Council).

### Overview

The meeting was arranged with a view to reducing the number of lorries using Dunfield Lane and Chapel Lane en route to S&A.

Discussion centred on where additional signs might be located, although other measures were also mentioned (see below). The S&A reps said that the problem is greatest in the **'input'** season (autumn/winter).

### Signs

Possible sites for additional signs were identified as:

- the A417: a **'straight on'** sign approaching Chapel Lane from the east
- the A417: a **'turn left'** sign approaching the C1125
- the C1125: a **'straight on'** sign approaching Chapel Lane from the Marden direction

### Other measures

- the information S&A give to drivers says **'Brook Farm'**, but **doesn't** mention S&A, which the signs on the C1125 do. The information be improved by saying something like **'S&A at Brook Farm, Marden'**.
- S&A could print maps. Drivers could be given a map when leaving the site, if they **didn't** have one already.

Bruce Baker said that he would contact Herefordshire Council about manufacturing signs.

August 2016 accounts

OPENING BALANCE on JULY 18th = £22606.08

Date	Income	Expenditure	Comment
19th July 2016		£26.99	Mrs P James-Moore (expenses)
20th July 2016		£37.84	<b>Clerk's</b> PAYE
26th July 2016	£485.00		Solar farm quarterly payment
1st August 2016		£151.67	<b>Clerk's</b> salary
2nd August 2016	£948.00		First quarterly Lengthsman payment
2nd August 2016	£410.00		Newsletter advertising
4th August 2016		£75.00	Footpath officer invoice 234
4th August 2016		£310.00	Claire Rawlings (Neighbourhood Plan consultant)
4th August 2016	£40.00		Newsletter advertising
5th August 2016		£10.00	Parish Hall room hire
8th August 2016		£28.60	<b>Clerk's</b> expenses
9th August 2016		£60.72	Playground report fee
10th August 2016	£80.00		Newsletter advertising
12th August 2016		£201.75	July/August Newsletter printing
17th August 2016		£450.00	<b>Lengthsman's</b> July invoice
TOTALS	£.1963.00	£1352.57	

CLOSING BALANCE on August 18th = (£22606.08 + £1963.00 - £1352.57) = £23216.51



**BODENHAM FLOOD PROTECTION GROUP REPORT**  
**(5 SEPTEMBER 2016)**

1. **Summary of the Past Month.** The good weather has continued and the risk of flash flooding has been correspondingly low.
2. **Monthly Meeting.** The Group's Annual General Meeting was held on Tuesday, 30 August and was attended by 26 members. The Committee and Area Representatives remain unchanged, except that Cllr Tony Clark has stood down as the Area Representative for The Moor and has been replaced by Mr Andrew Maxwell. There were no amendments to the Group's Constitution.
3. **Visit by Mr Bill Wiggin MP.**
  - a. Mr Bill Wiggin, the MP for North Herefordshire, visited the BFPG's working party session on Friday, 5 August. There were also two visitors from the Environment Agency, Mr Jason Walker who has taken over from Mr Dan Trewin in the Flood Resilience Team at Tewkesbury, and Mr Mark Bowers who has taken over from Mr Anthony Perry as the Flood & Coastal Risk Manager for the West Midlands Area based in Shrewsbury. A fourth visitor was Mrs Jackie Whibley from the Withington & Cross Keys Flood Action Group.
  - b. After the working party had finished, Mr Jason Walker presented the BFPG with nine high visibility vests kindly donated by the Environment Agency. Mr Wiggin was happy to take part in the photograph opportunity and a photograph and short description of the event appeared in *The Hereford Times* on Thursday, 25 August 2016.
4. **The Ketch Lane Culverts and the Orchard Close Drainage System.**
  - a. During the 5 August visit by Mr Wiggin, Mr Walker and Mr Bowers, the opportunity was taken to show them the Ketch Lane culverts and to brief them on the continuing problems which these cause the Group. The Chairman also briefed them and Cllr Baker, who was also present during the visit, on the long-standing issue of the Orchard Close culvert. It was agreed that these were multi-agency issues which Herefordshire Council did not have the resources to tackle alone and the Chairman was asked to provide a full brief on each issue as the first step in an initiative to resolve them. This he did.
  - b. The next step was to hold a meeting with Herefordshire Council and Balfour Beatty Living Places (BBLP) which Cllr Baker kindly arranged. This took place at the Council's offices in Plough Lane on Wednesday, 24 August and resulted in a very positive outcome in that Herefordshire Council agreed to commission BBLP to investigate possible options and costs for making improvements both at Ketch Lane and Orchard Close.

c. This task is not in BBLP's current work schedule and it will therefore be some months before it will be completed. However, Herefordshire Council have undertaken to call a second meeting when the outcome of BBLP's investigation is known. All this represents a very important step forward for the BFPG and Cllr Baker is to be thanked for arranging the meeting and thereby succeeding where both his predecessors had not.

5. **External Contacts.**

a. **The Role of Gender during Natural Disasters in the UK.** On 9 August the Secretary received an e-mail from Ms Naomi Harper, a MA student at University College London, who is researching the role of gender during natural disasters in the UK to see whether there are underlying disparities in how women are affected by floods. She has found that in developing countries women are often worse off after a disaster than men and she is wondering whether the same happens in the UK. She therefore wanted to chat to women affected by flooding to identify ways in which they feel more or less affected than men. A telephone interview duly took place on 13 August between her and the Secretary.

b. **Effect of Flood Re on Insurance.** On 11 August the Secretary received a telephone call and also an e-mail from Mr Cameron Penny, Head of Financial Services at Hanover Communications International Ltd, who was looking for case studies of people who have benefitted from Flood Re backed insurance. The Secretary spoke of her own dealings with property insurance companies and also circulated his details to members so that they could respond directly to him, if they wished.

6. **Recent Working Parties.**

a. **Friday, 5 August.** This was the occasion on which the Group was visited by Mr Bill Wiggin MP and representatives of the Environment Agency. Some 24 members took part and continued work on the Millcroft Brook alongside the orchard at Millcroft Farm.

b. **Friday, 19 August.** On 19 August 14 members continued the clearance of the Brook towards the Ketch Lane culverts, as well as starting to clear the mass of vegetation immediately downstream of the culverts and removing some of the silt from the old (east) culvert itself.

c. **Thursday, 1 September.** On 1 September 14 members finished clearance of the Millcroft Brook upstream of the Ketch Lane culverts and continued the tasks of dredging silt out of the east culvert and cutting down the vegetation blocking the watercourse further downstream.

7. **Future Working Parties.** The next working party sessions will be on:

a. **Thursday, 15 September.** Members will meet at Millcroft Farm at 6.00pm. It is hoped that this will allow work on the Millcroft Brook and the Ketch Lane culverts to be completed.

b. **Thursday, 22 September.** The venue and tasks will depend on the progress made on 15 September.

c. **Thursday, 29 September.** Again, the venue and tasks will be decided nearer the time.



8. **Annual Bonfire Party**. The Group's next social event will be the Bonfire Party at Millcroft Farm on Saturday, 8 October, starting at 6.00pm. Councillors are, of course, most welcome to attend. As has become traditional, mulled 'surprise' and light refreshments in the form of sausage rolls will be provided, but those attending are entirely free to bring their own drink and food, if they wish. For catering purposes it would be helpful if those who plan to attend can let the Secretary know by no later than Saturday, 1 October.

K.A.M.