

BODENHAM PARISH COUNCIL

**Minutes of the Meeting of BODENHAM PARISH COUNCIL
held on Monday, 6th January 2014 at the Siward James Centre at 7.30 p.m.**

Present: Cllr Bob Clarke (Chair), Cllr Roger Austin, Cllr Alec Avery, Cllr Stan Davis, Cllr Dennis Jackson, Cllr Robin Knott, Cllr Pam James-Moore, Cllr Tony Mitcheson, Cllr Jeff Pollard, Cllr Rhian Powell.

District Cllr Jeremy Millar was also present. Eight members of the public were present at the start of the Meeting.

1. **Apologies for Absence.** There were no apologies for absence.
2. **Declarations of Interest.** Cllr Powell declared an interest in Item 9 on the Agenda.
3. **Minutes of the Previous Meeting.** The Minutes of the previous Meeting were accepted as a correct record (Proposer: Cllr Avery; Seconder: Cllr Austin).
4. **Matters Arising from the Minutes.**
 - 4.1 **Minute 4.4: Dog Bin at the End of Orchard Close.** Cllr Clarke said that he had asked the residents of Orchard Close about the installation of a dog bin and that, while some residents were in agreement with the proposal, some were not, so a bin would not be installed for the time being.
 - 4.2 **Minute 4.12: Tyres Dumped in Chapel Lane.** The Clerk said that he had reported the dumping of tyres in Chapel Lane and he understood that the tyres had now been removed.
 - 4.3 **Minute 4.13: Noticeboard.** Cllr Pollard said that he had been unable to obtain a quotation, but would make further attempts to do so. **ACTION: JP**
 - 4.4 **Minute 6.2: Road Safety.** The Clerk reported that he had set up a spreadsheet for recording instances of accident or collision debris recovered from roads in the village.
 - 4.5 **Minute 8.11: Footpath to Chapel Lane Bus Shelter.** The Clerk reported that he had asked Herefordshire Council about the ownership of the land at the Chapel Lane bus shelter and had asked Balfour Beatty about the installation of a footpath to the bus shelter, but had received no replies. The Clerk was instructed to ask again. **ACTION: CS**
 - 4.6 **Minute 11.1: War Memorial.** Cllr Clarke reported that he had consulted a couple who are very active with regard to the War Memorial, but who do not wish to become involved with the War Memorial Trust. It was agreed, therefore, that the Parish Council would take no action. Cllr Davis asked whether the War Memorial Trust provide cleaning materials for war memorials. Cllr Clarke replied that they only provide advice.
 - 4.7 **Minute 12.1: Bodenham Newsletter.** The Clerk said that he had written to Mrs Susan Haworth, as instructed.
 - 4.8 **Minute 13.1: Kerbstones.** The Clerk reported that he had written to Balfour Beatty, but had received no reply. The Clerk was instructed to contact Balfour Beatty again. Mr Tony Clark said that 5 kerbstones had been placed on the verge near The Forge, but only 3 remained there and one kerbstone was at Bank House. Cllr Pollard offered to investigate the matter. **ACTION: CS and JP**
 - 4.9 **Minute 16.2: Errors in the Stone House Planning Application.** The Clerk reported that he had written to the appropriate planning officer about the errors in the planning application.
 - 4.10 **Minute 16.3: Letter to Bovis Homes.** The Clerk reported that he had written to Bovis Homes inviting a representative to the next neighbourhood planning meeting on 20th January at the Siward James Centre.
 - 4.11 **Minute 17.4: Lengthsman.** The Clerk reported that he would check whether he had contacted Bodenham School about asking the Lengthsman to spread salt outside the School in cold weather and that, if he had not done so, he would contact the School. **ACTION: CS**
5. **Issues Raised by Members of the Public.**
 - 5.1 Mr Tony Clark reported that he had circulated photographs of rubbish outside a house in Orchard Close. Cllr Clarke reported that Herefordshire Council were already involved in the matter. He added that Bodenham Parish Council would support residents and Herefordshire Council in seeking a solution to the problem.
 - 5.2 Mr Clark said that drains opposite the milking parlour at Eastfield Farm were blocked and requested that the Lengthsman be asked to clear them. Cllr Powell suggested that a list of drains

prone to blocking could be drawn up and added to the Lengthsman's regular schedule. The Clerk was instructed to do this and, at Cllr Knott's request, to report that all the drains in Bowley Lane are full of silt. **ACTION: CS**

5.3 Mr Clark reported that a drain near Brockington House has been damaged and needs to be repaired in similar fashion to the recently repaired drain near the Post Office. The Clerk was instructed to report this. **ACTION: CS**

5.4 Mr Clark asked about progress in finding a use for the telephone box. Cllr Pollard offered to investigate the matter. **ACTION: JP**

6. Parish Plan Reports.

6.1 **Health.** Cllr Powell said that Mrs Margaret James is willing to draw up a list of vulnerable people and that a meeting is planned to arrange this. Cllr Powell also reported that a well-attended resuscitation training session arranged by Bodenham Women's Group had taken place and that another session might be arranged, if there was sufficient demand.

6.2 **Communications.** Cllr Mitcheson said that, in the absence of a *Newsletter* in January, the Parish Website was likely to be attracting a greater than normal number of hits.

6.3 **Road Safety.** Cllr Clarke said that road safety matters had been covered earlier (see Minute 4.4).

6.4 **Leisure.** Cllr Austin said that he had nothing to report. Cllr Mitcheson asked Cllr Millar if he could provide an update on proposals for the future of Queenswood and Bodenham Lakes. Cllr Millar replied that, in common with all its other Departments, Herefordshire Council's Countryside Service has to save money and that a report on how this is to be achieved is being drafted. It was likely that the report would recommend that responsibility for most of the sites currently managed by the Service would be transferred to the local parish councils. However, as the "jewel in Herefordshire's crown" Queenswood and Bodenham Lakes were a special case and two options were being considered for their future. One was for Herefordshire Council to retain responsibility for them, but with expenditure being reduced to that needed to meet safety requirements only and net costs possibly being reduced to zero by the re-introduction of parking charges. The other was that the two facilities might be taken over by a community group, such as one in the Sutton Walls Ward, which had already expressed an interest. However, any such group would have to convince the Council of its ability to manage the facilities successfully in the long term and the deadline for doing this was likely to be 1 April, so time was very short.

6.5 **Wildlife.** Cllr Pollard said that he had visited Houghton Court and had seen the work being done by the Houghton Project. This included the making of nest-boxes and it might be possible to initiate a project to deploy such boxes around the Parish. The Clerk was instructed to include a piece in the next *Newsletter* inviting expressions of interest in such an initiative. Cllr Mitcheson suggested that Mr Robin Hemming might be approached for advice on how best to take this forward. Cllr Pollard offered to do this. **ACTION: CS and JP**

7. Use of Mr David Tilford's Planning Knowledge.

7.1 Cllr Clarke said that Mr David Tilford had offered to act as an advisor on planning applications received by the Parish Council. Cllr Clarke asked for the Parish Council's support for accepting this offer. Cllr Jackson said that it would be foolish not to do so. Cllr Davis proposed and Cllr Powell seconded that the offer be accepted, and this was agreed with one abstention. The Clerk was instructed to pass on details of any new planning applications to Mr Tilford. **ACTION: CS**

8. Clerk's Salary.

8.1 The Clerk reported that he had found a website - www.cpalc.org.uk - which gave details of clerks' salaries and many other aspects of the operation of parish councils. He said that his salary could be raised to a point on the national pay scale as determined by a job assessment, which was available on the website at a cost of £25 or at a discounted rate for subscribers. The Clerk was instructed to email the link to councillors and to place this item on the next agenda. **ACTION: CS**

9. Finance.

9.1 **Monthly Accounts.** Cllr Knott presented the monthly accounts which were accepted unanimously and are attached as Annex A. (Proposer: Cllr Avery; Seconder: Cllr Mitcheson).

9.2 **2014-15 Precept.** Cllr Clarke reported that a meeting of Councillors on 11th December to discuss the precept had decided that grants should only be awarded to bodies which offered direct benefit to Bodenham. Cllr Clarke further reported that the meeting had recommended an

increase in the precept to £14185 - the increase consisting of £1,500 funding for the Lengthsman and £5,000 for road safety projects. Cllr Powell asked what the increase would mean for a Band D household. The Clerk said that the precept component of the council tax for a Band D household would rise from £20.86 to approximately £34.30. Cllr Powell said that, because the funding for the Lengthsman scheme is already scheduled to be reduced from £3,110 to approximately £2,000, larger and longer-term jobs should be done in the next financial year. Cllr Powell asked about changes to the Lengthsman scheme. The Clerk said that changes were to be trialled in selected parishes in 2014-15 and then implemented in all parishes in 2015-16, but it was not yet known what any of these changes might be. Cllr Clarke explained that the £5,000 for road safety had been requested because there is a need for traffic-calming gates on the A417 and chicanes around the Post Office. Cllr James-Moore said that chicanes had been requested by many respondents to the Parish Plan questionnaire and that they work successfully in many places such as Pembridge. Cllr Austin said that installing chicanes should be given priority over installing gates on the A417. Cllr Jackson proposed and Cllr James-Moore seconded that the precept be increased to £14185. This was accepted unanimously. A draft precept budget prepared by Cllr Knott is attached as Annex B.

9.3 The following invoices were approved for payment:

- DC Gardening Services (Lengthsman's invoice)	£365.00
- Siward James and Arkwright Trust (BFPG room hire)	£27.00
- Clerk's expenses (printer cartridges and paper)	£26.47
- Leominster Community Resource Centre (December Newsletter)	£191.25

9.4 The invoices were approved for payment unanimously. (Proposer: Cllr Avery; Seconder: Cllr Mitcheson).

10. Planning.

10.1 The Clerk reported that no new planning applications had been received.

10.2 The Clerk reported that the following planning applications had been approved with conditions by Herefordshire Council:

- 133022/FH: Stone House: two storey side extension and single storey rear extension and replacement garage.
- 132454/FH: Maund Farm: garden pavilion.
- 133233/PP: Whitchurch Maund: agricultural muck store.

11. Updates.

11.1 **Bodenham Flood Protection Group.** Cllr Mitcheson gave a report, which is attached as Annex C. In his Report Cllr Mitcheson noted that the 200 empty sandbags which had been ordered several months ago had still not been delivered. The Clerk agreed to remind Balfour Beatty about the order. **ACTION: CS**

11.2 **Neighbourhood Plan.** Cllr Mitcheson reported that the Neighbourhood Plan Steering Group had last met on Wednesday, 18 December and it was gratifying that for the first time a number of local residents had also attended. This had helped generate a lively and lengthy discussion of the proposals for changes to the Bodenham Moor settlement boundary, which were agreed to be reasonable, and for the introduction of a settlement boundary in the Bodenham Conservation Area, where it was agreed that the two possible options under consideration should be publicised on the Parish Website and comment on them invited. However, the presence of residents who had not attended previous meetings had also highlighted the need to 'educate' residents on the regulations governing neighbourhood planning and the resource implications of doing this. The need for independent professional planning advice to supplement that being provided by Herefordshire Council had also been discussed and it was agreed that this should be sought. Finally, the approach to the Parish Council by Bovis Homes for the development of land South-East of the C1125/ Chapel Lane junction had been mentioned and it was agreed that a representative from Bovis Homes should be invited to outline the firm's ideas at the next Steering Group Meeting, which is at 7.00pm on Monday, 20 January in the Siward James Centre.

11.3 **Parish Hall.** Cllr Powell said that there was nothing to report.

11.4 **Lengthsman.** See Minutes 4.11 and 9.2 above.

12. Correspondence.

12.1 The Clerk reported that no correspondence had been received, which had not already been circulated.

13. Other Business (including District Councillor's Comments).

13.1 Cllr Millar reported that the waste-to-energy plant at Hartlebury had been given approval by Herefordshire Council and that construction would start in April. He said that the plant was

necessary, because all landfill sites in the County would be filled by 2024. He also reported that Herefordshire Council's premises at Brockington would be sold in 2014, with work being transferred to the Shire Hall and Plough Lane sites. He concluded by saying that locality stewards would be appointed soon.

13.2 Cllr Davis said he had received a letter from the Adult Well-Being Directorate stating that the meals-on-wheels service was being outsourced to cheaper contractors, but details were only available online. Cllr Millar said that he would investigate the matter. **ACTION: JM**

13.3 Cllr James-Moore reported that some of the oak posts on the road between the War Memorial and the School had been damaged. The Clerk was instructed to seek the Lengthsman's advice as to what might be done. Cllr James-Moore asked about progress in tidying the grass verge near the School. The Clerk was instructed to ask the Lengthsman about this. **ACTION: CS**

14. **Date of Next Meeting.**

14.1 There being no other business, the Meeting ended at 9.15pm.

14.2 The next Meetings of the Parish Council will be held at 7.30pm at the Siward-James Centre on:
- Monday 3rd February 2014
- Monday 3rd March 2014
- Monday 7th April 2014

Bodenham Parish Council 13/14

	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Income												
PC Opening Balance	5045.87	9526.56	8004.99	6938.22	7444.81	10750.99	16357.62	15939.42	13898.7	11716.79	10132.78	9564.42
Newsletter	114.50	112.50	197.50	463.00	77.50	424.59	180.6	284	128	190	185	190
Vat Refund									123			
Car Park Loan		374.92						374.91				
Lengthsman				778.25		778.25					778.25	
Community Tech Grant			306.54									
Community Dev Grant					3982.00							
Precept	4972.50					4972.50						
TOTAL	10132.87	10013.98	8509.03	8179.47	11504.31	16926.33	16538.22	16598.33	14149.7	11906.79	11096.03	9754.42
Expenditure												
Car Park Loan		749.83						749.83				
Church Grant								1000				
Clerk Salary	121.29	121.29	121.29	121.29	121.29	121.29	121.29	121.29	121.29	121.29	121.29	121.29
Clerk Expenses	47.17		19.00	283.00	33.36	13.00	127.19	52.00	30.00	30.00	30.00	30.00
HM Rev and Customs	30.32	30.32	30.32	30.32	30.32	30.32	30.32	30.32	30.32	30.32	30.32	30.32
Insurance		499.96										
Website							40	200				
Newsletter	407.53	200.25	186.60	159.85	0.00	169.10		381.19	184.8		200.00	200.00
Playground repairs										445.4		
Community Dev Grant					67.50							
Room Hire					65.25		15		100			33
Lengthsman		395.00	594.60	140.20	245.00	235.00	265	115	25	352	400	400
Playground Inspection					40.60							
Audit					150.00							
Parish Hall Grant									1200			
Grass Cutting			583.00									
Parish Plan									500		500	500
Neighbourhood Plan		12.34							241.5		250	350
Telemetry System			36.00									
Signs										645		
Dog bin										150		
British Legion Grant								50				
TOTAL PC Expenditure	606.31	2008.99	1570.81	734.66	753.32	568.71	598.8	2699.63	2432.91	1774.01	1531.61	1664.61
PC closing Balance	9526.56	8004.99	6938.22	7444.81	10750.99	16357.62	15939	13899	11717	10133	9564.4	8089.8
BFPG Open Balance	2210.27	2210.27	2113.37	2099.87	2058.88	2058.88	2058.88	2412.07	2412.07	2412.07	2412.07	2412.07
BFPG Inc				30.00			494					
BFPG Ex		96.90	13.50	70.99			140.81					

	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr
BFPG Closing Balance	2210.27	2113.37	2099.87	2058.88	2058.88	2058.88	2412.07	2412.07	2412.07	2412.07	2412.07	2412.07
LADY Close Orchard	158.00	158.00	158.00	158.00	158.00	158.00	158.00	158.00	158.00	158.00	158.00	158.00
BLHG						190.00	190.00	190.00	190.00	190.00	190.00	190.00
Tot Closing Balance	11894.83	10276.36	9196.09	9661.69	12967.87	18764.50	18699.49	16658.77	14476.86	12892.85	12324.49	10849.88

Annex B: Draft Precept Budget

		PRECEPT BUDGET	
EXPENSES			2014/15
CLERK SALARY			1859
CLERK EXPENSES			400
NEWSLETTER			2400
ROOM HIRE			252
PARISH HALL			1200
BRITISH LEGION			50
WREATH			15
LENGTHSMAN			3000
			1500
INSURANCE			550
AUDIT			170
CHURCH			1000
VILLAGE GRASS CUTTING			650
PLAY AREA			800
CAR PARK LOAN			1478
WEBSITE			200
ELECTIONS			0
CC Recharge			500
NEIGHBOURHOOD PLAN			3500
SPEEDING INITIATIVES			5000
CONTINGENCY			3200
TOTAL			27724
INCOME			
ADVERTISING			2200
PARISH HALL LOAN			739
LENGTHSMAN			3000
End of year 14 REMAINING FUNDS			7600
Precept			14185
TOTAL			27724

BODENHAM FLOOD PROTECTION GROUP REPORT
(6 JANUARY 2014)

1. **Water Levels.**

a. **Pluvial.** Despite the recent rain, the water level in the Millcroft Brook has remained low throughout the past month, only rising to 0.5m on four occasions, twice on 23 December and twice on New Year's Day. None of these incidents caused the relief channel to operate or gave any cause for concern.

b. **Fluvial.** As Councillors will be aware, some flood water from the River Lugg reached the Millcroft Lane/ Ketch Lane junction on Christmas Day and remained until late on Saturday, 4 January. As usual, 'Flood' warning signs were put out on Millcroft Road; as usual, they were largely ignored; as usual, a lot of drivers then spent a great deal of time practising their reversing; and, as usual, some who decided to chance their luck came to grief and had to be rescued.

2. **Monthly Meeting.** There was no monthly Meeting in December. Our next Meeting will be on Tuesday, 28 January 2014.

3. **Sandbags.** We are still waiting for Balfour Beatty to deliver the 200 empty sandbags which we requested several months ago. The Parish Clerk is chasing these up for us. Meanwhile, as previously reported, we have plenty of filled sandbags in stock.

4. **Annual Coffee Morning.** The Group's next social event is the annual Coffee Morning which will be held on Saturday, 8 February in the Siward James Centre and, as always, will feature a display of BFPG photographs, as well as a cake stall, raffle and tombola to raise funds to support the Group's activities.

K.A.M.