

BODENHAM PARISH COUNCIL

**MINUTES OF THE PARISH COUNCIL MEETING
HELD AT THE SIWARD JAMES CENTRE
at 7.30 pm on Monday, 6th July 2015**

Present: Cllr Alec Avery, Cllr Jamie Booth, Cllr Bob Clarke, Cllr Stan Davis, Cllr Les Herbert, Cllr Dennis Jackson, Cllr Pam James-Moore (Chair), Cllr Tony Mitcheson.

District Councillor Bruce Baker was also present.

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

1. **Introduction 1: Mr Andrew Price and Mr Derek Hopkins from the North Herefordshire Hunt.** The Clerk reported that the representatives of the North Herefordshire Hunt had given apologies for absence and had said that they would attend the next Meeting. The Clerk added that Mr Andrew Price had contacted him to say that in the meantime the hounds would not be walked across the A417 and around the village.
2. **Introduction 2: William Heather-Hayes re. the Proposed Demolition of Bodenham Manor.**
 - 2.1 Mr Heather-Hayes explained his reasons for wanting to demolish Bodenham Manor, the most important of which was that the condition of the building made the cost of renovation unaffordable. He said that he had signed an agreement preventing any further development of the site beyond replacing the existing building, but that finalising the purchase of the property was dependent on obtain planning permission for the demolition and the replacement building. He noted that 43 residents had expressed their support for his proposals (which were on display at the Meeting).
 - 2.2 Cllr Davis asked for a photographic record of the Manor to be made prior to demolition. Mr Heather-Hayes said that this was in hand, having been requested by the Conservation Officer for Herefordshire Council. (See also Minute 13.1 below).
3. **Apologies for Absence.** Apologies for absence were received from Cllr Roger Austin.
4. **Declarations of Interest.** Cllrs Clarke and Mitcheson declared an interest in Item 12.
5. **Minutes of the Previous Meeting.** The Minutes of the previous Meeting were accepted as a correct record (Proposer, Cllr Mitcheson: Seconder, Cllr Avery).
6. **Matters Arising from the Minutes.**
 - 6.1 **Minute 1: Presentation by Mr Mike Darley.** It was agreed that Mr Mike Darley be offered the post of Footpath Officer for Bodenham. (Proposer; Cllr Clarke: Seconder; Cllr Herbert). The Clerk was instructed to make the necessary arrangements. **ACTION: CS**
 - 6.2 **Minute 7.3: Bunn Lane.** The Clerk was instructed to ask the Locality Steward again about the matter. **ACTION: CS**
 - 6.3 **Minute 13.3: Lengthsman.** The Clerk reported that he had obtained a quotation from Mr Mike Stephens for the spraying of the ditch in Ketch Lane. Mr Stephen's quote was accepted (Proposer; Cllr Avery: Seconder Cllr Jackson).
7. **Minutes of the Extraordinary Meeting Held on 3rd July.**
 - 7.1 The Clerk presented the Minutes of the Extraordinary Meeting held on 3rd July to approve the audit. The Minutes were accepted as a correct record (Proposer; Cllr Clarke: Seconder; Cllr Herbert) and are attached as Annex A.
8. **Matters Arising from the Extraordinary Meeting.**
 - 8.1 There were no matters arising from the Extraordinary Meeting.

9. **Opportunity for Members of the Public to Address the Parish Council**
- 9.1 Mr Tony Clark reported that the road surface on the C1125 on the approach to Bodenham near 'Littlefield' was badly rutted. Cllr Clarke said that he had reported the defect to Herefordshire Council. The Clerk was instructed to report the defect to the Locality Steward. **ACTION: CS**
10. **Councillors' Reports on the Parish Plan.**
- 10.1 **Communications.** Cllr Mitcheson reported that the Parish Website was now working normally.
- 10.2 **Young People.**
- 10.2.1 Cllr Jackson reported that he had received a reply from Bodenham Sailing Club about sailing on Bodenham Lake and that he would liaise with them.
- 10.2.2 Cllr Booth said that developing facilities for cycling were on hold until the ownership of the Lake had been determined.
- 10.2.3 Cllr Booth said that he has funding for a project with the probation service to bring skiff sailing to the Lake. Permission has been granted for two years for the use of the Lake for watersports. Cllr Clarke asked about buildings for watersports. Cllr Booth said that a similar project in Scotland had made use of community centres.
- 10.3 **Health.** No report was given.
- 10.4 **Environment.** Cllr Clarke recommended that the Parish Council support the proposal made by Ms Sasha Norris to make the whole of Herefordshire a National Park. Cllr James-Moore said that the Parish Council needed more information about the proposal before offering its support.
- 10.5 **Wildlife.** No report was given in Cllr Pollard's absence.
- 10.6 **Leisure.** No report was given in Cllr Austin's absence.
11. **Road Safety: Vehicle Activated Systems (VAS)**
- 11.1 Cllr James-Moore said that the Parish Council had agreed at its April Meeting to install a VAS on the A417.
- 11.2 Cllr Mitcheson reminded Councillors that he had circulated details of possible VAS systems to them for a second time.
- 11.3 Cllr Herbert asked why the C1121 and C1125 were not being prioritised for the introduction of road safety measures. Cllr Clarke said that the C1125 was not being prioritised because of the pending planning applications for housing development along the road, which could lead to changes to road layout and could also provide Section 106 money for road safety measures. Cllr Mitcheson endorsed Cllr Clarke's points about the C1125 and said that the C1121 was not currently being considered because school warning signs had been installed on it.
- 11.4 Cllr Mitcheson proposed that two VASs be purchased for installation on the A417 - one facing in each direction - at locations which had already been identified during a site visit with Herefordshire Council representatives. Cllr Clarke seconded Cllr Mitcheson's proposal, which was agreed by six votes to one.
- 11.5 Cllr James-Moore asked which VAS system should be purchased. Cllr Clarke said that the cheapest system had limitations. Cllr Mitcheson said that the Traffic Technology system was a speed indicator device, not a VAS, and in any case was significantly more expensive than the other options. In trying to help Councillors make a decision he drew their attention to VASs already installed in the surrounding area and also stressed the importance of having a maintenance contract for whichever option was chosen. After discussion it was agreed unanimously that a Westcotec (Option 4) system be purchased (Proposer; Cllr Booth: Seconder; Cllr Clarke).
- 11.6 Cllr Mitcheson said that he would confirm whether or not the price of the Westcotec VAS had changed since he had received the brochure and pricelist. **ACTION: TM**
- 11.7 The Clerk was instructed to contact Herefordshire Council to arrange for the installation of bases. **ACTION: CS**
12. **Finance**
- 12.1 **Monthly Accounts.** The Clerk confirmed that the accounts had been circulated as a spreadsheet. The accounts were approved (Proposer; Cllr Clarke: Seconder; Cllr Jackson), and are attached as Annex B.
- 12.2 **Invoices.** Cllr Clarke proposed and Cllr Pollard seconded that the following invoices be paid and this was agreed:

· Clerk's expenses (printer cartridges, stamps)	£21.48
· DC Gardening Services (Lengthsman's invoice)	£894.00
· T Dines (Electrical) (electrical work for Surgery defibrillator)	£396.00
· Claire Rawlings (Neighbourhood Plan consultancy fee)	£335.00
· Mrs Babs Mitcheson (2 chest waders for BFPG)	£91.68
· Siward James and Arkwright Trust (PC room hire)	£65.25
· Leominster Community Resource Centre (June Newsletter)	£185.00

13. Planning

13.1 The following planning applications were considered:

- **150437: Land to the South of Chapel Lane: Amended Planning Statement.** Cllr Clarke said that the amended statement included no physical changes to the planning application and seemed to be an opportunistic attempt to improve the applicant's position in the light of the large number of objections which had been made to their original submission. The Clerk was instructed to send the amended Planning Statement to councillors. **ACTION: CS**
- **151564: The Hollies: Proposed Alterations.** The Parish Council had already given a 'No objection' response to this application. The response was ratified by councillors.
- **151567: Bodenham Manor: Proposed demolition.** Mr William Heather-Hayes said that the application was to demolish Bodenham Manor and to replace it with a 5-bedroom house on the existing footprint. Mr David Tilford noted that the application was for the demolition only and that a separate application would be needed for the proposed new house. Cllr Avery asked about the visibility of the new house. Mr Heather-Hayes said that it would be one storey lower than the existing property and therefore would be less visible. It was agreed that no objection should be made to the application to demolish Bodenham Manor (Proposer; Cllr Clarke: Seconder; Cllr Booth).
- **151636: Moor Court Farm: Proposed Extension to an Agricultural Building.** Cllr Herbert proposed and Cllr Clarke seconded that no objection should be made to the application subject to satisfactory arrangements for surface water drainage. This was agreed unanimously.
- **151651: Land Adjacent to Stoneleigh: Proposed Development of Three Detached Dwellings.** Mr David Tilford said that the site was adjacent to an intensive livestock unit, which caused odour and fly nuisance. Cllr Mitcheson added that the site was problematic in terms of flooding, SUDS and access. Mr David Tilford noted that the previous application for the site had been for dwellings which were mainly in flood zones 2 and 3, whereas the current application was for houses in flood zone 1, which is lower risk. Cllr Mitcheson proposed that the Parish Council should object to the application primarily because of its proximity to the intensive livestock unit, but also on the grounds of flood risk and inadequate access. Cllr Avery seconded the proposal, which was carried unanimously.
- **151660: Land Adjacent to the Pigeon House: Proposed Construction of a new Self-Build Dwelling and new Access.** Cllr Clarke said that access to the site was poor and the site dominates the approach to the village. He added that a previous application had been refused on the grounds of inadequate access. Cllr Mitcheson remarked that moving the access to a lower point and constructing a lower dwelling at a higher point on the site might prove to be practical. Mr David Tilford said that on pre-application advice a proposal to include a garage on the site had been removed, the location of the dwelling had been moved and the height of the dwelling had been reduced. He considered that access was the major problem with the application. Cllr Mitcheson proposed that the Parish Council's response should be that there was no objection in principle, but that the Council was concerned about access, and approval should be conditioned to remove permitted development rights. This was agreed.
- **151675: Land Adjacent to England's Gate Inn: Proposed Residential Development of up to 10 Houses and Associated Vehicular Access.** Cllr Clarke said that drainage of the site was an issue, but that access was a larger problem, given that Herefordshire Council were not happy with the suggestion that access should

be into Millcroft Road. Mr David Tilford said that most of the objections to the previous application for the site remained - drainage, access, the site being outside the settlement boundary and its rejection when consider during the most recent SHLAA. Cllr Mitcheson said that in terms of landscape the proposed development would seriously affect the view of the approaches to Bodenham from the north and west. He proposed that the Parish Council should object to the proposal and that Mr David Tilford should be asked to draft a suitable response. Cllr Clarke seconded the proposal, which was carried unanimously.

- **151839: Stone House Farm: Proposed Extensions and Alterations to Existing Dwelling and new Detached Garage.** Cllr Mitcheson said that he had been puzzled by the application because a very similar submission had been approved in 2013. However, it was pointed out that the property had since changed hands and the new owners of the property were now re-applying. Cllr Mitcheson noted that no other properties are affected. Cllr Clarke proposed that the Parish Council response should be 'No objection'. Cllr Herbert seconded the proposal, which was carried unanimously.
- **151841: Park House, Pencombe: Proposed Extensions and Alterations.** Cllr Mitcheson remarked that no other properties were affected. Cllr Clarke proposed that the Parish Council response should be 'No objection'. Cllr Herbert seconded the proposal, which was carried unanimously.

14. **Updates.**

- 14.1 **Bodenham Flood Protection Group.** Cllr Mitcheson gave a report, which is attached as Annex C.
- 14.2 **Parish Hall.** In Cllr Pollard's absence no report was given.
- 14.3 **Lengthsman.** The Clerk reported that in addition to his usual duties the Lengthsman had planted bedding plants in the beds around the War Memorial and had also cleared the stream at Peas Green.
- 14.4 **Neighbourhood Plan.** Cllr Mitcheson said that he had nothing to report other than that he hoped that work on the Plan would resume shortly.

15. **Correspondence Not Previously Circulated.**

- 15.1 The Clerk confirmed that no correspondence had been received which had not previously been circulated.

16. **Other Business.**

16.1. **District Councillor's Monthly Report.** Cllr Baker reported that he was now on several Herefordshire Council committees, including the Planning Committee, on which he is unable to vote on applications within his Ward. He went on to say that preparatory work on the new link road was now well advanced and that it is proposed to build a new fire station on Edgar Street near the site of the former BP garage. The police might share this new building. He further reported that the new Archive and Record Centre was now open and had won an award. He concluded by saying that the renovation of the Butter Market was about to begin and that the Three Elms Trading Estate had been acquired by Herefordshire Council.

16.2 Cllr James-Moore asked the Clerk to write to the organisers of the Bodenham Flower Festival thanking them for their efforts. **ACTION: CS**

17. **Date of Next Meeting.**

- 17.1 The next Meeting will be held on 3rd August.
- 17.2 There being no other business, the Meeting closed at 9.30pm.

BODENHAM PARISH COUNCIL**MINUTES OF THE EXTRAORDINARY PARISH COUNCIL MEETING
HELD AT THE SIWARD JAMES CENTRE
at 2.00 pm on Friday, 3rd July 2015**

Present: Cllr Bob Clarke, Cllr Stan Davis, Cllr Les Herbert, Cllr Pam James-Moore (Chair), Cllr Jeff Pollard.

1. **Apologies for Absence.** Apologies for absence were received from Cllrs Roger Austin, Alec Avery, Dennis Jackson and Tony Mitcheson.
2. **Consideration of the Annual Audit.**
 - 2.1 The Clerk presented the details of the annual audit, which had been audited internally by Mr Paul Hemming. After discussion, the audit document was accepted and was signed by the Chairman and the Clerk, as was required.
3. **Parish Council Agenda for 6 July.**
 - 3.1 The Clerk had circulated the agenda for the Parish Council Meeting to be held on Monday 6th July and Mr David Tilford had circulated planning statements for the planning applications to be discussed at that Meeting. Councillors discussed the agenda and issues likely to arise from the planning statements by way of preparation for the full Parish Council Meeting on 6th July. Planning application 151567 (Bodenham Manor: Proposed demolition) was discussed at some length, because Councillors had been invited to make a site visit at 3.00pm, after the present Meeting had concluded.
4. There being no other business, the Meeting closed at 2.50pm.

Bodenham Parish Council 2015-16

	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
PC Opening Balance	18,004.81	23,962.70	22,850.66	19,498.83	18,978.99	19,324.14	24,403.70	23,723.86	24,219.01	23,364.25	22,884.41	22,229.56
Income												
Precept	5,750.00					5,750.00						
Car Park Loan			374.92						374.91			
VAT Refund				22.08	22.08	22.08	22.08	22.08	22.08	22.08	22.08	22.08
Lengthsman		778.25			1,025.00			1,025.00			1,025.00	
Newsletter	400.00	140.00	155.00	218.17	218.17	218.17	218.17	218.17	218.17	218.17	218.17	218.17
TOTAL	6,150.00	918.25	529.92	240.25	1,265.25	5,990.25	240.25	1,265.25	615.16	240.25	1,265.25	240.25
Expenditure												
Car Park Loan			-749.83						-749.83			
Clerk Salary	-121.29	-151.67	-151.67	-151.67	-151.67	-151.67	-151.67	-151.67	-151.67	-151.67	-151.67	-151.67
Clerk Expenses		-367.66	-17.96	-17.83	-17.83	-17.83	-17.83	-17.83	-17.83	-17.83	-17.83	-17.83
HMRC	30.32	-37.84	-37.84	-37.84	-37.84	-37.84	-37.84	-37.84	-37.84	-37.84	-37.84	-37.84
Insurance		-508.12										
Audit						-150.00						
Room Hire	-0.50	-15.00	-45.75	-36.25	-36.25	-36.25	-36.25	-36.25	-36.25	-36.25	-36.25	-36.25
Lengthsman		-565.00	-1,672.20	-270.00	-270.00	-270.00	-270.00	-270.00	-270.00	-270.00	-270.00	-270.00
Website		-200.00			-200.00							
Newsletter		-185.00	-206.50	-206.50	-206.50	-206.50	-206.50	-206.50	-206.50	-206.50	-206.50	-206.50
Playground Inspection/ Repairs						-40.60	-200.00					-200.00
Parish Plan (Road Safety)												-10,000.00
Neighbourhood Plan Expenditure												
Telemetry System				-40.00								
Parish Hall Grant											-1,200.00	
Church Grant			-1,000.00									
British Legion Grant								-50.00				
Miscellaneous		-151.67	-125.00	-151.67	-151.67	-151.67	-151.67	-151.67	-151.67	-151.67	-151.67	-151.67
TOTAL PC Expenditure	-192.11	-2,030.29	-3,881.75	-760.09	-920.09	-910.69	-920.09	-770.09	-1,469.92	-720.09	-1,920.09	-10,920.09

	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
PC Closing Balance	23,962.70	22,850.66	19,498.83	18,978.99	19,324.14	24,403.70	23,723.86	24,219.01	23,364.25	22,884.41	22,229.56	11,549.72
BFPG Opening Balance	3,455.57	3,403.07	3,415.07	3,305.44	3,275.94	3,246.44	3,216.94	3,187.44	3,507.94	3,478.44	3,448.94	3,769.44
BFPG Income		30.00						350.00			350.00	
BFPG Expenditure	-52.50	-18.00	-109.63	-29.50	-29.50	-29.50	-29.50	-29.50	-29.50	-29.50	-29.50	-29.50
BFPG Closing Balance	3,403.07	3,415.07	3,305.44	3,275.94	3,246.44	3,216.94	3,187.44	3,507.94	3,478.44	3,448.94	3,769.44	3,739.94
N Plan Opening Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
N Plan Income												
N Plan Expenditure												
N Plan Closing Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Defibrillator Fund Opening Balance	-633.22	-633.22	-583.22	-583.22	-583.22	-583.22	-583.22	-583.22	-583.22	-583.22	-583.22	-583.22
D Fund income		50.00										
D Fund expenditure												
Defibrillator Fund Closing Balance	-633.22	-583.22	-583.22	-583.22	-583.22	-583.22	-583.22	-583.22	-583.22	-583.22	-583.22	-583.22
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
Bodenham LHG	190.00	190.00	190.00	190.00	190.00	190.00	190.00	190.00	190.00	190.00	190.00	190.00
Total Sub-Accounts Balance	3,117.85	3,179.85	3,070.22	3,040.72	3,011.22	2,981.72	2,952.22	3,272.72	3,243.22	3,213.72	3,534.22	3,504.72
Total Closing Balance	27,080.55	26,030.51	22,569.05	22,019.71	22,335.36	27,385.42	26,676.08	27,491.73	26,607.47	26,098.13	25,763.78	15,054.44



BODENHAM FLOOD PROTECTION GROUP REPORT
(6 JULY 2015)

1. **Summary of the Past Month.** Once again, there have been no flood risk concerns during the past month.
2. **Monthly Meeting.** Our Meeting on Tuesday, 30 June was attended by 30 members.
3. **The Queen's Award for Voluntary Service (QAVS).**
 - a. The most important piece of news from the last month has been the Group's receipt of the Queen's Award for Voluntary Service (QAVS). This is a great honour and a most welcome recognition of all the time, effort and hard work which so many members of the BFPG have contributed entirely voluntarily over the past seven years, not only to keeping local residents safe from flooding, but also to improving the life of the community generally.
 - b. The QAVS is the highest award given to local volunteer groups across the UK to recognise outstanding work in their communities. The Awards were created in 2002 to celebrate the Queen's Golden Jubilee and winners are announced each year on 2 June – the anniversary of the Queen's Coronation. The BFPG was one of 187 charities, social enterprises and voluntary groups to receive this prestigious award this year.
 - c. The Group now has permission to use the official QAVS Logo (above) on its publications and website. It will also receive in due course:
 - A signed certificate from Her Majesty The Queen's Lord Lieutenant for Herefordshire, Lady Darnley.
 - A piece of English Crystal engraved with the QAVS logo which will also be presented by the Lord Lieutenant.
 - d. The Group was listed on Page 10 to Supplement 61244 of The London Gazette dated 2 June with the citation "Protecting the residents of Bodenham Parish from flooding by a range of measures, and providing support to vulnerable individuals."
(<https://www.thegazette.co.uk/London/issue/61244/supplement/10>)

e. The Chairman has been in touch with the Lieutenancy Office to discuss when the Lord Lieutenant will be free to present the Award to the Group. This will be a fairly formal occasion since the Lady Darnley will be acting as HM The Queen's representative in Herefordshire.

4. **Proposed Housing Developments.** On Wednesday, 3 June the Chairman and the Secretary briefed the new Ward Councillor, Cllr Bruce Baker, on the BFPG and on the issues raised by the various proposed housing developments in Bodenham Moor. They then took Cllr Baker round each of the three main sites and explained the Group's concerns to him on the ground.

5. **External Contacts.**

a. **BBC Hereford & Worcester.** On 2 June the Chairman was contacted by Andrew Easton of BBC Hereford & Worcester and recorded a short interview on the QAVS and what the BFPG had achieved over the past 7 years, which was broadcast that afternoon.

b. **The Hereford Times.** There was a brief mention of the Group's QAVS Award in *The Hereford Times*' edition of Thursday, 4 June.

c. **The Wye Catchment Partnership.**

(1) As previously reported, the River Wye and Usk Foundation and National Resources Wales are jointly hosting The Wye Catchment Partnership which "was established in 2014 with support from Defra and the Welsh government to bring the farmers, foresters, planners, charities, statutory bodies and people who have an interest in the Wye together to secure better outcomes for the Wye catchment and the environment we rely on" (<http://www.wyecatchment.org/>). In particular, the Partnership has been tasked with delivering the River Wye Nutrient Management Plan aimed at reducing the level of phosphates in the Wye to meet EU standards.

(2) On Monday, 15 June the Chairman and the Secretary attended a Wye Catchment Partnership seminar at Grange Court in Leominster on the subject of "Delivering the Nutrient Management Plan". This lasted all day and comprised a series of presentations on the work of the various organisations within the Partnership, notably the Foundation itself, Natural Resources Wales, the Environment Agency and Welsh Water. These covered current work on the catchment, current phosphate levels in the Wye and the Lugg, the effect of proposed developments, and so on. It provided a useful occasion on which both to meet other individuals and agencies who might provide the Group with assistance and also to raise with Welsh Water and with those present generally the BFPG's concerns about the impact of proposed housing developments in Bodenham and elsewhere on the environment.

6. **Working Parties.**

a. In two working party sessions on Friday, 5 June 2015 and Friday, 19 June 2015 members successfully cleared the remaining silt from the old (East) Ketch Lane culvert.

b. The next working party sessions will be at 6.00pm on Friday, 10 July 2015 at Orchard Close and on Friday, 24 July 2015 (venue to be decided).

7. **Annual Barbecue.** The annual Barbecue was held at Willow Cottage, Maund Bryan on Saturday, 27 June by kind invitation of Mr and Mrs Schwartz. In most unusual weather for a BFPG occasion – it was dry and sunny throughout the event – some 35 members and guests enjoyed a most successful evening in pleasant surroundings with the usual barbecue fare enlivened with Canadian style spare ribs.

8. **Future Social Events**. As always Councillors are most welcome to attend the following events:

a. **Annual Bonfire Party**. The annual Bonfire Party will be held on Saturday, 3 October at Millcroft Farm, starting at 6.00pm.

b. **Annual Quiz Night**. The Annual Quiz Night will be held in the Parish Hall on Friday, 27 November 2015.

K.A.M.