

**BODENHAM PARISH COUNCIL****MINUTES OF THE PARISH COUNCIL MEETING AT THE SIWARD JAMES CENTRE AT 7.30 PM ON MONDAY, 7th JANUARY 2013****Attendance**

Cllr Bob Clarke (Chair)  
 Cllr Alec Avery  
 Cllr Dennis Jackson  
 Cllr Pam James-Moore  
 Cllr Robin Knott  
 Cllr Tony Mitcheson  
 Cllr Robin Knott (Vice-Chair)

Cllr Jeremy Millar (District Councillor)

Mr Chris Smith (Clerk)

9 members of the public were present.

ITEM	ACTION
<p><b><u>AGENDA ITEM 1: PRESENTATION ON THE PARISH PLAN</u></b></p> <p>1. Mr Derek Ling and Mrs Tracy Ricketts spoke about the Parish Plan. Mr Ling described the structural processes involved in producing the Plan, which had included events at the School, the Parish Hall and the Siward James Centre and which had been attended by approximately 25% of the residents of the Parish. Mr Ling explained how the events had led to the development of a questionnaire of which 761 had been delivered and 529 returned, with a further 66 responses from young people. Mr Ling reported that the results had been analysed and, based on these, the Plan had been completed and published. With its work finished, the Steering Group had been disbanded and it is now incumbent on Bodenham Parish Council to implement the Plan. Mr Ling outlined the implementation options, which are attached as Annex A. Mrs Ricketts added that Herefordshire Council have an implementation officer (Mel Preedy) whose remit is to assist parish councils in implementing their parish plans. Cllr Clarke confirmed that Bodenham Parish Council fully supported the implementation of the Plan. Cllr Knott said that in his view the Parish Council's role was to facilitate and that the community had to drive the process. Cllr Mitcheson pointed out that the implementation of some aspects of the Plan (such as traffic calming measures) would be naturally undertaken by the Parish Council and some would be undertaken by the Flood Protection Group; it was only for those aspects, such as sustainability, which had no obvious drivers that volunteers would have to be found. Cllr Knott proposed and Cllr Mitcheson seconded that Option D on Annex A be adopted. Cllr Knott suggested that a management committee should be formed, consisting of 3-4 councillors and 3-4 members of the Steering Group. Cllr Mitcheson volunteered to join the Management Committee, as did Cllr Clarke. It was agreed that a meeting should be held at the Siward James Centre on Tuesday 15<sup>th</sup> January at 7.30pm to forward the implementation of the Plan.</p> <p><b><u>AGENDA ITEM 2 – APOLOGIES FOR ABSENCE</u></b></p> <p>2. Apologies were received from Cllrs Davis, Powell and Pollard</p> <p><b><u>AGENDA ITEM 3 – DECLARATIONS OF INTEREST</u></b></p> <p>3. Cllr Mitcheson declared an interest in Item 9.</p> <p><b><u>AGENDA ITEM 4 – MINUTES OF THE PREVIOUS MEETING</u></b></p> <p>4. The Minutes were accepted as a true record. (Proposer: Cllr James-Moore. Seconder: Cllr Mitcheson).</p> <p><b><u>AGENDA ITEM 5 - MATTERS ARISING FROM THE MINUTES</u></b></p> <p>5. <b>Minute 4: Speeding Traffic on the A417.</b> The Clerk reported that Mr Lee-Jones had suggested some dates on which he could visit Bodenham, but none had been suitable for Councillors. The Clerk said that Mr Lee-Jones had therefore asked the Parish Council to suggest dates. Cllr Mitcheson suggested that the Clerk, Cllr Powell and Cllr Jackson, who had all attended the previous meeting with Mr Lee-Jones, should liaise to come up with some dates</p>	<p>All</p>

<p>which could be put to Mr Lee-Jones.</p> <p>6. <b>Minute 5: Community Technology Grant.</b> The Clerk reported that the equipment would be added to the Parish Council's insurance policy when all the items had been purchased.</p> <p>7. <b>Minute 6: Bodenham Newsletter.</b> The Clerk reported that the administrator of the Bodenham Newsletter website was aware that it needed to be updated and had said that she would do this as soon as she was able.</p> <p>8. <b>Minute 7: Ownership of a Patch of Ground near to England's Gate Inn.</b> The Clerk reported that he had contacted the owner of England's Gate about the matter, who would replace the missing grass in due course.</p> <p>9. <b>Minute 9: Playground.</b> The Clerk reported that he had asked for second quotations for the work to be submitted in time for the Meeting, but they had not been received. The Clerk was instructed to pursue the matter.</p> <p>10. <b>Minute 13: Neighbourhood Plan Costs.</b> The Clerk reported that he had been advised that the likely 2013-14 cost to the Parish Council of working on a Neighbourhood Plan was about £1,000.</p> <p>11. <b>Minute 14: Duties of the Parish Footpaths Officer.</b> The Clerk reported that he had been advised that no Parish Footpath Officer had been registered with Herefordshire Council, as was required. The Clerk was instructed to ask Mrs Sue Hack, if she was willing to have her name forwarded to Herefordshire Council.</p> <p>12. <b>Minute 17: Footpath Sign in Brockington Road.</b> The Clerk reported that Herefordshire Council had been unable to explain why a footpath sign had been installed in Brockington Road, but would investigate the matter. The Clerk also reported that he had been told by Herefordshire Council that footpath BM13 was not to be rerouted <i>via</i> the Seward James Centre.</p> <p>13. <b>Minute 22: Community Asset Register.</b> The Clerk reported that he had spoken to the owner of England's Gate Inn, who was willing to have the Inn added to the Community Asset Register.</p> <p>14. <b>Minute 27: Planning: Upper Holbatch Farm.</b> The Clerk reported that the planning application for Upper Holbatch Farm had been approved with conditions. Cllr Clarke expressed his concern that the objections of parish councils and local residents had been ignored. Cllr Millar reported that he had ascertained that the conditions were legally enforceable.</p> <p>15. <b>Minute 28: Debris in Watercourses.</b> The Clerk reported that he had contacted Brockington Golf Club about the sleepers and fairway poles which had been found among the debris washed down Millcroft Brook at the end of November. The Club had replied that the debris had not come from the Golf Club. Cllr Millar said that the fairway poles were, in fact, watercourse markers.</p> <p><b><u>AGENDA ITEM 6 – MATTERS RAISED BY MEMBERS OF THE PUBLIC</u></b></p> <p>16. Mrs Liz Davies reported that a resident was concerned that at night people waiting on the far side of the road at the bus stop by the village green were invisible to the bus driver and had to use a torch to indicate their presence. Mrs Davies requested that a street light be installed. Cllr James-Moore suggested that fluorescent jackets would make people visible to the bus driver. Cllr Clarke said that there was no support generally in Bodenham for street lights.</p> <p><b><u>AGENDA ITEM 7 – SETTING THE 2013-14 PRECEPT</u></b></p> <p>17. Cllr Knott presented a draft Precept, which is attached as Annex B, and suggested that the Precept should rise by 1.9% to £9,945 to match the rise in council tax which Herefordshire Council were introducing for 2013-14. After discussion of the details, Cllr Knott's suggested Precept was formally proposed by Cllr Austin, seconded by Cllr Mitcheson and agreed unanimously.</p> <p><b><u>AGENDA ITEM 8 – FREEDOM OF INFORMATION PUBLICATION SCHEME</u></b></p> <p>18. The Clerk had circulated the draft Freedom of Information Publication Scheme, which had been produced by himself, Cllr Mitcheson and Cllr Powell with a view to it being adopted at the Meeting. Cllr Knott questioned the section in the draft about the Parish Hall. Cllr Mitcheson said that this could be revised by removing the section which was currently highlighted in yellow. Cllr Austin proposed and Cllr Knott seconded that the Scheme be adopted. The proposal was accepted unanimously.</p> <p><b><u>AGENDA ITEM 9 – FINANCE</u></b></p> <p>19. Cllr Knott presented the accounts. Cllr James-Moore proposed and Cllr Jackson seconded that the accounts be accepted. The proposal was carried unanimously. The accounts are attached as Annex C.</p>	<p>CS/RP/DJ</p> <p>CS</p> <p>CS</p>
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<p>20. <b>Outstanding Invoices:</b></p> <ul style="list-style-type: none"> <li>- Mr Bob Bowden (purchase of CTG laptop) £607.77</li> <li>- Mrs Babs Mitcheson (BFPG telemetry credits) £6.00</li> <li>- Mr K A Mitcheson (postage re. website) £7.00</li> <li>- Mr C D Smith (Clerk's expenses) £13.00</li> <li>- Leominster Community Resource Centre (Newsletter printing) £175.55</li> <li>- Mr A Clark (BFPG equipment) £147.54</li> <li>- Bodenham Parish Hall (room hire) £7.50</li> </ul> <p>21. Cllr Knott proposed and Cllr Austin seconded that the invoices be paid. This was agreed unanimously.</p>	
<p><b><u>AGENDA ITEM 10 - PLANNING</u></b></p>	
<p>22. The Clerk reported that no new applications had been received. The Clerk also reported that the planning application for Upper Holbatch Farm had been approved with conditions (see Minute 14 above).</p>	
<p>23. Cllr James-Moore asked about the large metal gates which had been erected at the house opposite the grain store and passed around a photograph of the gates taken by Mr A Clark. The Clerk was instructed to contact Herefordshire Council about the gates.</p>	CS
<p>24. Cllr Clarke asked about the mobile home which was visible at the entrance to Eastfields Farm. The Clerk was instructed to contact Herefordshire Council about the mobile home.</p>	CS
<p><b><u>AGENDA ITEM 11 – UPDATES</u></b></p>	
<p>25. <b>Bodenham Flood Protection Group.</b> Cllr Mitcheson gave a report which is attached as Annex D.</p>	
<p>26. <b>Parish Hall.</b> Cllr Jackson reported that, because the Parish Hall Management Committee had not met since the last Parish Council meeting, there was no Parish Hall report to give. Cllr Knott reported that the issue of replacing the kitchen in the Parish Hall is to be reconsidered and perhaps revised to a lower specification.</p>	
<p><b><u>AGENDA ITEM 12 - CORRESPONDENCE NOT PREVIOUSLY CIRCULATED</u></b></p>	
<p>27. The Clerk reported that he had received no correspondence which had not been circulated.</p>	
<p><b><u>AGENDA ITEM 13– OTHER BUSINESS (INCLUDING DISTRICT COUNCILLOR'S COMMENTS)</u></b></p>	
<p>28. Cllr James-Moore asked about the circulation figures for the Bodenham <i>Newsletter</i> and whether fewer copies should be printed. The Clerk reported that a large number of copies of the December/ January <i>Newsletter</i> were still in the magazine rack at Saffrons Garage, perhaps because they were no longer placed on the counter. The Clerk was instructed to approach the <i>Newsletter's</i> Editor about this matter.</p>	CS
<p>29. The Clerk raised the issue of installing grit bins at the Siward James Centre and the School to contain salt from the bags at the Parish Hall. It was agreed that Cllrs Clarke and Austin and the Clerk should meet to discuss the purchase of two grit bins.</p>	RA/BC/CS
<p>30. Cllr Avery asked about the large pothole which had appeared on the C1125 at the South entrance to Bodenham. The Clerk was instructed to report the pothole to Amey.</p>	CS
<p><b><u>AGENDA ITEM 14 – DATE OF NEXT MEETING</u></b></p>	
<p>31. The next Meeting will be held in the Siward James Centre at 7.30pm on Monday, 4<sup>th</sup> February 2013.</p>	
<p>The Meeting ended at 9.35pm.</p>	

## Parish Plan Implementation Options - *pick & mix*

*Below is a list of structures and mechanisms that can assist with the implementation of your parish plan. Experience suggests that the more of these that are deployed, the more successful implementation is likely to be.*

A.	PC adopts the Plan and reviews and updates the action plan as regular agenda item.
B.	PC adopts plan as its <u>Business Plan</u> and is prepared to have its performance judged on its ability to deliver the action plan and the community aspirations defined in the PP.
C.	Where appropriate, PC uses the Plan to judge emerging issues, initiatives and opportunities; e.g. planning applications, service initiatives, funding opportunities, etc.
D.	<p>PC adopts plan as its Business Plan and forms a management committee to drive the action plan outside PC meetings, with Management Committee reporting back to PC at each meeting.</p> <ul style="list-style-type: none"> <li>• Management Committee includes co-opted volunteers.</li> <li>• For continuity, where possible, Management Committee includes some former members of PP steering group.</li> <li>• The Management Committee has thematic champions to take responsibility for aspects of the action plan; e.g. "Environment", Children &amp; Young people", etc.</li> </ul>
E.	<ul style="list-style-type: none"> <li>• The PC and Management Committee formally review the plan annually to:-</li> <li>• assess its progress,</li> <li>• undertake basic SWOT analysis, including whether it is still fit for purpose,</li> <li>• Determine action priorities, funding and resources for the coming year.</li> </ul>
F.	The PC and Management Committee hold an annual informal event to celebrate successes, identify areas for improvement and recruit new activists.

**PRECEPT BUDGET**

	<b>2012/13</b>	<b>2013/14</b>	
<b>EXPENSES</b>			
CLERK SALARY	1840	2024	1% increase
CLERK EXPENSES	300	360	in line with current expenses
NEWSLETTER	2200	2420	5% increase
ROOM HIRE	252	277	1% increase
PARISH HALL	800	1200	same as actual last year
BRITISH LEGION	50	50	same as last year
WREATH	15	15	
LENGTHSMAN		3000	
INSURANCE	660	700	increase to cover SID and telemetry kit
AUDIT	200	200	decrease due to reduced revenue, last year included car park work
SOCIETY OF CLERKS	66	66	same as last year
CHURCH	525	825	same as last year
VILLAGE GRASS CUTTING	650	700	small increase
PLAY AREA	52	500	same as last year
CAR PARK LOAN	1478	1478	same as last year
WEBSITE	400	400	covers ongoing work for website development
ELECTIONS	0		not required
NEIGHBOURHOOD PLAN		1000	
COMMUNITY PLAN	3000	2000	
PROJECTS			
<b>TOTAL</b>	<b>12488</b>	<b>17215</b>	
<b>INCOME</b>			
ADVERTISING	1960	1872	5% decrease
PARISH HALL LOAN	739	739	same as last year
LENGTHSMAN		3000	
DEC REMAINING FUNDS	2101	4000	current account less already committed
PRECEPT	9760	9945	1.9% increase
<b>TOTAL</b>	<b>14560</b>	<b>19556</b>	
<b>CONTINGENCY</b>	<b>2072</b>	<b>2341</b>	

**PROJECTS**

NOTICE BOARDS

LITTER BINS

SPEEDING INITIATIVES

REFURBISHMENT OF P HALL KITCHEN AND TOILETS

REISSUE RAMBLERS BOOKLET

SAILING/FISHING TASTER SESSIONS

OUTDOOR FITNESS TRAIL

YOUTH CLUB

OUTDOOR PLAY AREA KICK ABOUT

WATER SPORTS

SKATE BOARD/BMX TRACK

SLIDE

BIRD/INSECT BOXES

TOTAL ESTIMATE ONLY

## Bodenham Parish Council

	July 12	Aug 15	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr
<b>Income</b>										
PC Opening Balance	7263.00	5657.00	5413.97	4361.26	7457.05	7062.44	5558.87	4604.76	5323.15	4518.54
Newsletter	231.00	232.38	25.00	425.00	325.00	245.00				
Vat Refund	0.00	123.95								
Car Park Loan	0.00					374.91				
Community Plan	0.00				7.00				350	
Lengthsman			778.25			778.25		960.00		
		42.38								
Precept	0.00			4890.00						
<b>TOTAL</b>	<b>7494.00</b>	<b>6055.71</b>	<b>6217.22</b>	<b>9676.26</b>	<b>7789.05</b>	<b>8460.60</b>	<b>5558.87</b>	<b>5564.76</b>	<b>5673.15</b>	<b>4518.54</b>
<b>Expenditure</b>										
Car Park Loan	0.00					749.83				
Church Grant	0.00			825.00						
Clerk Salary	152.00	121.29	121.29	121.29	121.29	121.29	121.29	121.29	121.29	121.29
Clerk Expenses	31.00	62.13	19.00	66.00	31.00		13	30	30	30
HM Rev and Customs		30.32	30.32	30.32	30.32	30.32	30.32	30.32	30.32	30.32
Insurance	0.00									
Website	0.00					400.00	9			
Newsletter	367.00		236.25			294.25	175.5			300
Playground repairs	648.00									
Hall Rental	44.00				117.00			60		40
Lengthsman	495.00	428.00	720.00	960.00		20.00				
Playground Inspection				54.60						
Audit				162.00						
Parish Hall Grant						1200.00				
Jubilee	100.00									
Grass Cutting									650	
Notice Boards			60.00							
Chapel			500.00							
Parish Plan					427.00	6.04			323	
chq 638			169.10							
BFPG						30.00	6			
IT equipment							599			
British Legion Grant						50.00				
<b>TOTAL PC Expenditure</b>	<b>1837.00</b>	<b>641.74</b>	<b>1855.96</b>	<b>2219.21</b>	<b>726.61</b>	<b>2901.73</b>	<b>954.11</b>	<b>241.61</b>	<b>1154.61</b>	<b>521.61</b>

	<b>July 12</b>	<b>Aug 15</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>
<b>PC Closing Balance</b>	<b>5657.00</b>	<b>5413.97</b>	<b>4361.26</b>	<b>7457.05</b>	<b>7062.44</b>	<b>5558.87</b>	<b>4604.76</b>	<b>5323.15</b>	<b>4518.54</b>	<b>3996.93</b>
BFPG Open Balance	1721.00	1737.00	1737.53	1687.53	1667.28	1667.28	2014.21	2047.81	2047.81	2047.81
BFPG Inc	146.00	33.81				428.00	33.6			
BFPG Ex	130.00	33.28	50.00	20.25		81.07				
BFPG Closing Balance	1737.00	1737.53	1687.53	1667.28	1667.28	2014.21	2047.81	2047.81	2047.81	2047.81
LADY Close Orchard	158.00	158.00	158.00	158.00	158.00	158.00	158.00	158.00	158.00	158.00
<b>Tot Closing Balance</b>	<b>7552.00</b>	<b>7309.50</b>	<b>6206.79</b>	<b>9282.33</b>	<b>8887.72</b>	<b>7731.08</b>	<b>6810.57</b>	<b>7528.96</b>	<b>6724.35</b>	<b>6202.74</b>



**BODENHAM FLOOD PROTECTION GROUP REPORT**  
**(7 JANUARY 2013)**

1. **Severe Weather.**

a. As you know, over the past month there has been a lot of rain. This has caused the Millcroft Brook to rise above the 0.5m level at the Brockington Bridge telemetry site on nine occasions between 14 December and 31 December. During two of these episodes it reached 0.8m, but this was not nearly as high as on 25 November when it peaked at over twice that level without causing any real issues.

b. With such unpredictable weather, and reports coming in of flooding from across the country, some residents took flood protection measures. However, these were no more than sensible precautions; the problem this month proved to be not so much flash flooding as flooding from the River Lugg. River levels were high from the middle of December and as a result the Millcroft Road/ Ketch Lane junction and much of Ketch Lane and Smeadals Lane were under varying amounts of water from 21 December until New Year's Day.

c. Human nature being what it is, a number of drivers seemed to think that "Road Closed" and "Flood" signs did not apply to them and the eventual tally on 21 December was two vans and three cars stranded. Despite being in no real danger at all, apart from getting wet feet, one driver actually dialled 999 and this produced a total of two fire engines, five police cars, two ambulances and two inflatable boats, all of which arrived after the person concerned had already walked to safety.

d. A couple of points to note:

(1) Based on our experience of the bad weather in November, we were able to save money by drastically reducing the number of BFPG members who receive alerts from the telemetry system at the 0.5m level. However, the number of such alerts in December will have meant that we will still have used rather a lot of our 'credits'. We will therefore be talking to Mr Rod Hawnt about whether more adjustments to the alert system are advisable.

(2) As happened in November, a lot of debris was washed downstream during the month, and we have monitored the Ketch Lane culverts on a daily basis, removing material as necessary to prevent the culverts from becoming blocked. This debris is piled on the verge and we have asked the Parish Clerk to get Amey to dispose of it.

2. **BBC 1 Programme.**

a. You will recall from my last BFPG Report that on Friday, 23 November we were visited by First Look TV who were producing material for the BBC. We briefed them on the BFPG and they interviewed the Secretary at the Ketch Lane culverts and at home, saw the telemetry system, and interviewed Mr David Harris at his house.

- b. Although we were originally scheduled to feature on a BBC Midlands *Inside Out* programme, we eventually appeared – or rather the Secretary and David Harris eventually appeared - in a BBC 1 programme called *Wild Weather in 2012* which was broadcast at 5.30pm on Sunday, 30 November.
  - c. We had expected to be an uplifting ‘good news – you can protect yourself from flooding’ piece at the end of the programme, but in the event we were placed near the beginning of the half hour with all the doom and gloom from the rest of the country coming later.
3. **Monthly Meeting**. There was no monthly Meeting in December. Our next Meeting is on Tuesday, 29 January at 7.30pm in this room and, as always, Councillors are very welcome to attend.

K.A.M.