

BODENHAM PARISH COUNCIL

**MINUTES OF THE PARISH COUNCIL MEETING
HELD AT THE SIWARD JAMES CENTRE
at 7.30 pm on Monday, 8th May 2017**

Present: Cllr A Avery Cllr T Clark Cllr S Collin Cllr J Crane Cllr D Jackson
Cllr P James-Moore Cllr R Layton Cllr T Mitcheson Cllr D Tilford Cllr K Tremain

District Councillor Bruce Baker was also in attendance.

10 members of the public were present.

1. **Apologies for Absence.** No apologies for absence were received.
2. **Declarations of Interest.** Cllr Mitcheson declared an interest in Item 10.2.
3. **Minutes of the Previous Meeting.** The Minutes of the previous Meeting were accepted as a correct record (Proposer; Cllr Tilford: Seconder; Cllr Mitcheson).
4. **Matters Arising from the Minutes.**
 - 4.1 **Minute 4.2: Community Speedwatch Scheme.** The Clerk reported that he had asked the Safer Roads Partnership for data about the speed of traffic on the A417 and had received a reply, which he had circulated. Cllr Collin commented that the figures for the average and 85th percentile speeds seemed to be underestimates. Cllr Tilford said that it was likely that the figures were distorted by the low speeds of traffic turning left from Bowley Lane and right out of Saffrons Garage.
 - 4.2 **Minute 4.3: Drain Cover in Church Lane.** The Clerk reported that he had contacted Herefordshire Council about the drain cover. Cllr Clark confirmed that the drain cover had again been cemented into place, but would probably be dislodged again by passing traffic. Cllr Mitcheson commented that moving the seating for the drain cover further back from the carriageway would provide a more permanent solution, but was likely to be a fairly major undertaking.
 - 4.3 **Minute 5.1: Hedge on the C1125.** The Clerk reported that the Lengthsman would have to employ a subcontractor using a flail to cut the hedge and it would therefore be cheaper to employ a local contractor such as Mr Colin Stallard. Cllr Layton pointed out that it was unlikely that any farmer would be using a flail cutter until August and it might therefore be difficult to get anybody to undertake the work at present. Cllr Avery proposed and Cllr Mitcheson seconded that Mr Stallard be asked to do the job as soon as possible.

ACTION: CS
 - 4.4 **Additional S&A Road Signs.** Cllr Crane reported that Mr Will Steel had replaced Mr Robin Quant at Balfour Beatty and would be dealing with the matter henceforth.
 - 4.5 **Bus Stop opposite Chapel Lane.** The Clerk reported that the work had now been completed. Mrs Anne Stephens asked that the adjacent hedge be cut back. The Clerk was instructed to ask the property owner to do this.

ACTION: CS
 - 4.6 **Section 106 funding.** The Clerk reported that a meeting had been arranged with representatives of Herefordshire Council to discuss the use of the Section 106 funding from the Bell Homes development. Cllr James-Moore suggested that a sub-committee be formed subsequently to take the matter forward.
5. **Opportunity for Members of the Public to Address the Parish Council.**
 - 5.1 Mrs Betty Tilford asked whether the Lengthsman could be asked to clarify where he had filled potholes in Bowley Lane. The Clerk was instructed to contact the Lengthsman.

ACTION: CS
 - 5.2 Mr Paul Barratt asked about the disposal of sewage and surface water run off from the England's Field development. Cllr Mitcheson said that the Parish Council had objected to

sewage from the development being routed directly into a sewerage system which was already overloaded. However, Welsh Water had maintained that sewage disposal from the development would not be a problem and, since sewerage was not an issue that could be pursued under the planning process, it had not been possible to dispute this. Turning to surface water run off, he added that the Parish Council had queried the developer's initial calculations and this had resulted in them being revised. Cllr Tilford and Cllr Mitcheson both emphasised that the Parish Council had spent a lot of time considering the proposals for the development and that the Parish Council's representations had led to changes being made. Cllr Mitcheson also stressed the importance of local residents maintaining detailed records of issues as they occurred; it was essential that the Parish Council was provided with hard evidence to support its case if any progress was to be made. Cllr James-Moore requested that the Clerk be kept informed of any subsequent problems and be given full details of these.

ACTION: ALL

6. **Dates of Litter Picks.** The Clerk reported that Mrs Babs Mitcheson had suggested a number of dates for a litter pick later this year and for two litter picks in 2018. Cllr Mitcheson said that he felt that the October dates were too early because litter would then still be hidden by vegetation. After discussion it was agreed that the Clerk should agree possible dates in November and in 2018 with Mrs Mitcheson and Mr and Mrs Pollard.

ACTION: CS

7. **Annual Audit.** The Clerk had circulated the details of the Annual Audit, which were approved (Proposer; Cllr Tilford; Seconder Cllr Mitcheson) and signed by the Chairman.

8. **Lengthsman's Contract.** The Clerk had circulated the details of the Lengthsman's contract for 2017-18, which was approved (Proposer; Cllr Tilford; Seconder Cllr Tremain) and signed by the Chairman. Cllr Tilford suggested forming a sub-committee to monitor the implementation of the Lengthsman's schedule of work. The Clerk was instructed to circulate the schedule.

ACTION: CS

9. **Insurance.** Cllr Crane reported that Zurich seemed to be the only company directly offering insurance for parish councils. Cllr Tilford asked for clarification of the 3- and 5-year agreements. After discussion, Cllr Layton proposed and Cllr Mitcheson seconded that a 5-year agreement be accepted. This was agreed unanimously.

10. **Finance.**

10.1 **Monthly Accounts Statements.** The monthly accounts had been circulated and were accepted (Proposer; Cllr Tilford; Seconder; Cllr Layton). The accounts are attached as Annex A.

10.2 **Outstanding Invoices.** Payment of the following invoices was approved (Proposer; Cllr Tilford; Seconder; Cllr Layton).

- Leominster Community Resource Centre (May Newsletter)	£194.25
- Grant to the Parochial Church Council	£1020.00
- DC Gardening Services (Lengthsman's April invoice)	£282.00
- Clerk's expenses (Printer cartridges, stationery)	£25.00
- Mr Robert Parker (Building) Ltd. (Paving at Chapel Lane bus stop)	£828.00
- Mrs Babs Mitcheson (Paint for BFGP container)	£92.40
- Bodenham Parish Hall (Litter Pick room hire)	£30.00
- Seward James and Arkwright Trust (PC meeting room hire)	£54.00

11. **Planning.** The following planning applications were considered:
- 171319/O: Land adjacent to England's Gate Inn: Residential development of up to ten dwellings with associated vehicle access. Cllr James-Moore explained that a previous application for 10 houses to be built on the site had been withdrawn and replaced with an application for 5 houses. The Parish Council had objected to both applications, but the second had been given outline approval. Cllr Tilford went through a planning statement which he had prepared and the five reasons for the Parish Council's objections to the previous applications. Cllr Clark suggested that the Ecology Officer's recent report ought to be used in

the planning statement and Cllr Tilford commented that the Highway Officer's report was inadequate. Cllr Mitcheson suggested that Cllr Tilford should produce a revised planning statement objecting to the application and this was agreed.

ACTION: DT - 171389/XA2: Bodenham Manor: Approval of details reserved by condition.
Cllr Tilford explained that the Parish Council had been sent details of how conditions placed on this application relating to the use of materials were to be met. This was for information only and required no action.

12. **Updates.**

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

12.2 **Parish Hall.** Cllr Layton reported that, following a recent incident of vandalism at the Parish Hall, the Parish Hall Management Committee felt that a caretaker was needed for the Hall, and that consideration needed to be given to the installation of CCTV there. He said that a quotation for the installation of CCTV had been received from Mr Tom Dines, but other quotations would be sought. He added that the boiler room door at the Parish Hall also needed to be replaced, and that the Parish Council's help was being requested for meeting both these items of expenditure. Cllr Jackson said that it would help the Parish Council if details could be provided of the Hall's financial situation so that the Parish Council be better able to consider such requests for funding.

ACTION: RL

12.3 **Lengthsman.** See Items 5.1 and 8 above.

12.4 **Neighbourhood Plan.**

12.4.1 Cllr Mitcheson reported that on Friday, 5 May he and Cllr Tilford had attended a Herefordshire Council seminar on Regulation 16 Submissions and Examinations. This had not raised any issues of which they were not already aware, but it had been useful to be reminded of various points and to hear about some of the problems other parishes were facing.

12.4.2 Within Herefordshire 18 NDPs have been adopted; 7 are currently awaiting their Referendum; 11 are under Examination; and 4 have been submitted at the Regulation 16 stage. There were therefore some 40 parishes ahead of us, while 11 are in the same position as us and 47 are at earlier stages.

12.4.3 In the country as a whole 293 NDPs have been adopted (of which 6% are in Herefordshire); 1038 have been drafted or submitted (Herefordshire 19%); and 2058 neighbourhood areas have been designated (Herefordshire 5%).

12.4.4 Mr Andrew Ashcroft, a former Deputy Director of Planning at Herefordshire Council, one of the authors of the Sutton St Nicholas' NDP, and now one of the 24 Examiners used by Herefordshire Council, gave a useful talk on what examiners expected to see in the draft NDPs and associated documents submitted to them.

12.4.5 Cllr Mitcheson concluded by reporting that the revised draft of the Bodenham NDP and accompanying draft Consultation Statement were now approaching completion and he hoped shortly to send them to the planning consultant for her advice.

13. **Correspondence Not Previously Circulated.** The Clerk reported that the latest copy of *Clerks and Councils Direct* had been received and it was passed to Cllr Mitcheson.

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

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

14.1.1 Those parishes which had decided not to prepare a neighbourhood plan were to have their settlement boundaries and potential development sites therein determined for them by Herefordshire Council.

14.1.2 Review of the Core Strategy was already being considered since there was a requirement that it be reviewed "within 5 years".

14.1.3 He had emailed Balfour Beatty about three matters: the hedge on the corner of Woodhouse Lane, additional S&A road signs and the appointment of a new locality steward for the Ward.

14.2 Cllr James-Moore proposed that a small present should be given to Mrs Susan Howarth to thank her for her unpaid work as Editor of the *Newsletter* over the past year. This was agreed unanimously.

14.3 The Clerk reported that he had been told by member of Herefordshire Council's PRoW team that it was hoped that repairs to the steps, posts and rails on footpath BM7 would be completed "within the next month", the necessary materials having been ordered.

14.4 Cllr Tremain asked about the locked gate on the footpath up Ladywell Lane. The Clerk explained that, until Herefordshire Council ratified the reinstatement order for the footpath, no enforcement action could be taken.

14.5 Cllr Tremain asked whether the minutes of the Parish Hall Management Committee could be put on the Parish Website. Cllr Layton said that he would ask that this be done.

ACTION: RL

14.6 Cllr Clark reported that the next meeting of the Bodenham Lake Site Management Group would take place on 23rd May.

15. **Date of Next Meeting.**

15.1 The next Meetings will be held on Mondays 5th June and 3rd July

15.2 There being no other business, the Meeting closed at 9.31pm.

April 2017 accounts

OPENING BALANCE on MARCH 17th 2017 = £27277.64

Date	Income	Expenditure	Comment
20th March 2017		£37.84	Clerk's PAYE
20th March 2017		£540.00	Defibrillator installation
24th March 2017		£39.60	Chairman's Newsletter expenses
27th March 2017	£404.88		VAT repayment
31st March 2017		£151.67	Clerk's salary
4th April 2017	£80.00		Newsletter (£75.00) and BFPG (£5) income
10th April 2017		£10.00	Parish hall room hire
10th April 2017		£16.50	Clerk's expenses
11th April 2017	£948.00		Lengthsman and P3 quarter 4 payment
10th April 2017	£150.00		Newsletter advertising income
12th April 2017		£186.00	Replacement battery for SID
12th April 2017		£864.00	Lenthsmen's March invoice
18th April 2017		£185.00	April Newsletter
TOTALS	£1582.88	£2030.61	

CLOSING BALANCE on 17th APRIL = (£27277.64 + £1582.88 - £2030.61) = £26829.91



BODENHAM FLOOD PROTECTION GROUP REPORT
(8 MAY 2017)

1. **Summary of the Past Month.** For another month the weather has been dry, so there has been no cause for concern regarding flooding.
2. **Monthly Meeting.** The Group's monthly Meeting was held on Tuesday, 25 April and was attended by 17 members.
3. **Mrs Barbara Wilson.** Very sadly I have to report the death of one of our members. Mrs Barbara Wilson died on Saturday (6 May) after a short illness. Our thoughts and prayers are with her husband, Barry who is also a member of the Group, and with their family.
4. **The Early Warning Telemetry System.** As previously reported the contract for the annual maintenance of the system starts this month and the Parish Council will no doubt be shortly receiving the first invoice for £350.
5. **Damage to Sandbags at the Parish Hall.** Some of the sandbags in the cage at the far end of the Parish Hall carpark next to the tennis courts were recently vandalised. Several were cut open and the sand from them was thrown at the adjacent window and door. This would appear to have been done over the weekend 29/30 April. The Group has been planning for some time to move the cage and its contents to the school car park to increase the stock of sandbags there and this will be done as soon as we can arrange for the necessary transport and volunteers to complete the task.
6. **Working Parties.**
 - a. **27 April 2017.** The first working party session of the 'season' took place on Thursday, 27 April. The 8 members who took part carried out the long delayed check and repair of the sandbags at the school car park. The opportunity was also taken to remove the dilapidated pallet on which the sandbag cage stood and replace it with a new one.
 - b. **4 May 2017.** The second working party was held on Thursday, 4 May and was attended by 10 members who cleared vegetation and silt build up from the Millcroft Brook from the Golf Course down to the Brockington Road bridge.
 - c. **18 May 2017.** The next working party is planned for Thursday, 18 May, meeting at the Brockington Road bridge at 6.00pm.
7. **Social Calendar.** The Group's next social event remains the Garden Party and Barbecue at Millcroft Farm on Sunday, 23 July, as I reported at the last Meeting.

K.A.M.