

BODENHAM PARISH COUNCIL

**Minutes of a Meeting of BODENHAM PARISH COUNCIL
Held on Monday, 6th September 2010 at the Seward James Centre at 7.30 p.m.**

Present: Cllr Clark, Cllr Davis, Cllr Herbert, Cllr Mrs James-Moore, Cllr Knott, Cllr Mitcheson, Cllr Mullenger and Cllr Tilford.
Cllr Grumbley was also in attendance.

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

1. **Apologies for Absence.** Apologies for absence were received from Cllrs Avery and Ling.
2. **Declarations of Interest.** Cllrs Davis and James-Moore declared an interest with respect to Item 10 (Planning – Seward James Centre Conservatory – DMN/101449/F)
3. **Minutes of the Previous Meeting.** The Minutes of the Council’s Meeting on 2nd August 2010 were approved and signed.
4. **Matters Arising.**
 - 4.1 **Additional Sandbag Cage.** Referring to Minute 4.1 in the previous Minutes, Cllr Clark reported that rubbish in the car park was preventing the installation of the additional sandbag cage.
 - 4.2 **Hunt Kennels.** Referring to Minute 14.1.2 in the previous Minutes, Cllr Clark reported that the person who had complained about the hunt kennels was now satisfied.
 - 4.3 **Garden Refuse.** Referring to Minute 14.1.3 in the previous Minutes, Cllr Clark reported that additional dumping of refuse had been reported on the right hand side of Chapel Lane near Mr Stanley Prosser's house and in Woodhouse Lane almost opposite No.7 Caldervale.
5. **Progressing Outstanding Issues.**
 - 5.1 **Damage to the Ancient Cobbled Pavement and Mounting Block Outside the Church.** Cllr Tilford reported that Mr Crispin Hack would repair the mounting block as soon as possible, but that he was very busy at the moment.
 - 5.2 **Highway Defects – Church Road Re-surfacing and Protection of Grass Verges.**
 - 5.2.1 Cllr Tilford reported that Amey had now approved the installation of posts and that he had received a quotation for oak posts, about 20 of which would be needed. 6 inch square posts cost £19.51 + VAT each – plus installation – while 4 inch square posts are less than half that price (£8.70). He also reported that the oak posts at England’s Gate cost £32 each. Cllr Knott reported that softwood posts would be cheaper and would last for 20 years, but oak posts are more attractive. **It was agreed that Cllr Tilford would liaise with the Clerk to obtain further quotes for 4x4 oak posts.**
 - 5.2.2 Cllr Clark reported that no vehicles had driven on the grass verges on the first day of school after the holidays.

- 5.2.3 A letter had been sent to Amey congratulating them on the quality of the recent resurfacing work in Church Road.
- 5.3 **Road Safety.** Ms Fiona Miles at Amey had been contacted about a date for the whitelining of the Ketch Lane/Millcroft Road junction. No reply had been received.
- 5.4 **Speeding Traffic on the A417.** Cllr Tilford had been in touch with Mr Andrew Jones at Amey, no response had been received.
- 5.5 **Egress from Woodhouse Lane.** The mirror had been adjusted. **It was agreed to remove this item from the Outstanding Issues list.**
- 5.6 **Road Safety – SID Deployment and Other Traffic Calming Measures.** Quotations had been received for the Speed Indicator Device and its mounting pole. **It was agreed to raise cheques for £4393.45 and £44.29 for the purchase of these two items.** These figures included VAT, which should be reclaimable. The quotation for the SID included user training.
- 5.7 **Provision of a Handrail for the Footpath Adjacent to the Southern End of The Green.** Cllr Tilford had met Ms Michelle Morgan (Amey Customer Services Manager) on site on 25th August to discuss the request. Ms Morgan would be liaising with Ms Fiona Miles over the installation of the handrail.
- 5.8 **Ownership of the Parish Car Park.** Cllr Tilford noted that there was nothing further to report on this issue which was proceeding.
- 5.9 **A417 Footpath Extension near England’s Gate.** Cllr Tilford noted that there was nothing further to report on this issue, which was proceeding.
- 5.10 **Prioritisation of Road Repairs.** Cllr Grumbley suggested that the Parish Council should make its opinions known each September and that a parish walk with Ms Michelle Morgan was the best way to proceed. Ms Morgan had been contacted, but no reply had been received. **It was agreed that this item be removed from the list.**
- 5.11 **Parish Website.** Cllr Knott remarked that a Google search for ‘Bodenham’ did not find the Parish website. Cllr Mitcheson replied that searching for ‘Bodenham Parish’ would do so. He also reported that, together with Cllrs Ling & Mullenger, he was working on the next (“Phase 2”) version of the website.
- 5.12 **Community-Led Plan (CLP).** Cllr Mitcheson reported that two versions of the questionnaire have been produced - one for adults and one for children - and that quotations were being obtained for printing. The questionnaires would be circulated to every individual resident in the Parish in late September or early October. Mr Chris Gooding had provided a list of all houses in the Parish, but there was no way of establishing how many people live in each house.
- 5.13 **Bus Shelter Roofs.** There was nothing to report on this issue.
- 5.14 **England’s Gate - Part Demolition and Restoration of Listed Malting Barn.** A response was still awaited from Mr Mark Tansley.
- 5.15 **Dog Fouling.** When the date for commencement of the Dog Control Order is known, it will be possible to contact the dog wardens about dog fouling. **It was agreed to remove this item from the list.**

5.16 **Unauthorized Signage on Public Roads.** Cllr Grumbley had raised this matter at a briefing he had attended at Herefordshire Council. He reported that the matter of unauthorized signage was not seen as a high priority by the Council, partly because of the possible adverse effects on local businesses – unless the signage was a hazard, when it becomes high priority. Signs on private land were a private matter. He suggested that a comprehensive list of signs within the Parish should be made, when the Parish walk takes place.

5.17 **Bus Shelter Path.** This item was not discussed, because of Cllr Ling's absence.

6. **Issues Raised by Members of the Public.**

6.1 Mrs Liz Davies reported that in heavy rain the far end of the car park in Church Road was flooding because of two blocked drains. Cllr Mitcheson suggested that this be raised on the Parish walk.

6.2 Mrs Davies also asked for the Parish Council's opinion of signs directing traffic to Hereford through Bodenham Moor. Cllr Knott blamed SatNavs for the increase in lorry traffic. Cllr Tilford asked that this issue also be raised on the Parish walk.

7. **Clerk – Recovery of Parish Council Property.** Cllr Tilford reported that no progress had been made on this issue. Sending a solicitor's letter had been delayed because of a suggestion that the Community Support Officer or the local Police Officer should contact the previous Clerk. However, CSO Stephanie Annette was on leave and PC Jill Richardson was transferring. Also, Ms Sue Newbould – who would send the solicitor's letter – was away. Cllr Grumbley reported that the Parish Clerk's 4-drawer filing cabinet was in a storage warehouse. Mr Field had promised to retrieve it within a fortnight, but had been making this promise for at least a month. He had also said that he would put documents in the Parish box at Saffron's garage. **It was agreed that Cllr Tilford should speak to CSO Annette when she was available and take whatever other action he felt was necessary.**

8. **Public Path Extinguishment/Diversion Orders – BM12 and BM13.** Cllr Tilford explained that a letter had been received indicating that a further section of footpath was to be extinguished under Order BM13. He had drafted letters to Mr Martin Jackson and Mr Will Steel saying that Bodenham Parish Council fully endorsed the proposals with a rider about continuing access for flood maintenance purposes in Orchard Close. **It was agreed that the Clerk should send these letters (copied to each recipient).**

9. **Church Road – Call for Tenders – Installation of Oak Posts.** This item was discussed earlier (see Minute 5.2.1).

10. **Planning – Siward James Centre Conservatory – DMN/101449/F.** A letter had already been sent endorsing the proposal. Cllr Grumbley said that approval was being processed and should be received within a few days.

11. **Finance.**

11.1 **Monthly Accounts Statements.** A copy of the monthly Statement is at Annex A to these Minutes. Cllr Knott queried the absence of a budget figure. Cllr Mitcheson said that there were no agreed budget figures as such, the nearest approximation to them being those discussed during the setting of the precept.

11.2 **Audit and Submission of Accounts to the Audit Commission.** Cllr Tilford confirmed that the annual return had been sent to the Audit Commission.

11.3 **Invoices.** Cllr Tilford reported that two new invoices had been received. These were included in the latest monthly accounts. Cheques were raised for the following amounts:

SID	£4393.65
SID post	£44.29
SID installation	£873.81
RoSPA	£51.96

12. **Bodenham Flood Protection Group – Update.**

12.1 **BFPG Working Parties.** Cllr Clark reported that since the last Parish Council Meeting the Group's working parties had made a start on clearing the silt from the old culvert where it passes under the road at the Millcroft Road/Ketch Lane junction. There had also been enough volunteers to make a start on removing the watercress and other weeds from Millcroft Brook.

12.2 **BFPG AGM.** The Group held its AGM on Tuesday 31st August. An election was held for the 2010/2011 committee. Based on the votes cast the results were:

Chairman: Mrs Tricia Sanford
 Treasurer: Cllr Clark
 Secretary: Mrs Babs Mitcheson

Some minor amendments were made to the Constitution and were unanimously agreed to by the meeting.

12.3 **Sandbags.** The 250 filled sandbags and 250 empty bags have not been delivered yet.

12.4 **Visit of Mrs Mary Dhonau, CEO of the National Flood Forum.** 14th August was the Group's BBQ day and Mrs Mary Dhonau had been invited. It had been arranged that she would meet with some of the Committee in the afternoon at Millcroft Farm so that she could be given an outline of the flood problems in Bodenham and the work the Group was doing. She was then taken around the Village and shown the hot spots plus the work the Group had done. After this she was taken on to the Group's BBQ.

12.5 **Future Plans.**

12.5.1 Working Party 1st October at 6.30pm. Meeting place to be notified.

12.5.2 23rd October Bonfire Night.

12.5.3 6th November Quiz Night. This is to raise some funds.

12.5.4 30th November Monthly Meeting. Mrs Mary Dhonau CEO of the National Flood Forum has been invited to attend.

13. **Correspondence.**

13.1 **Amey Survey.** Amey had sent to all Parish Councils a copy of a survey about their work. **It was agreed that the response to the Survey would endorse the comments of Cllr Grumbley, that the Highways Section of Amey were good, but the Drainage Section were less so.**

13.2 **SID Questionnaire.** Comments were to be sent to Herefordshire Council about the use of their SID.

13.3 An invitation had been received for Bodenham Parish Council to join the Open Spaces Society. **It was agreed that the Parish Council would not join this Society.**

13.4 **Dinmore Spout.** A letter, which is issued monthly by Herefordshire Council, had been received stating that the water from Dinmore Spout remained undrinkable.

14. **Any Other Business.**

14.1 **Traffic Regulation Orders.** Cllr Grumbley had been told that a traffic regulation order for Bowley Lane was now 6th on a list of 77. Traffic monitoring in Bowley Lane should commence on 1st November for approximately 5 days.

14.2 **Queenswood and Bodenham Lake.** Cllr James-Moore had attended a talk at which the purchase of Berry Farm had been discussed. A Lottery grant would be needed. Tree adoption was progressing. It was possible that parking charges would be introduced. An item would be included in the *Newsletter* about what can and cannot be done at the Lake. The information panels are to be renewed. The wardens were very reluctant to have litter bins installed, because emptying them would have to be paid for. Cllr Grumbley endorsed this, pointing out that emptying the bins would involve a waste contract; it would not be part of a household refuse collection round. He suggested placing a roll-top bin at the Lake during the summer season. The rangers currently do litter-picking.

14.3 **Playground Slide.** Cllr Davis reported that during the Community-Led Plan 'Planning for Real' events requests had been made for a slide in the playground. Cllr Mitcheson said that a better idea of the degree of support or otherwise for this would emerge in due course from analysis of the CLP questionnaires. **It was agreed that Cllr Davis would contact RoSPA to find out details of what installing a slide would involve.**

14.4 **Herefordshire Council Place-Shaping Seminar.** Cllr Tilford reported that he, Cllr Davis and Cllr Mitcheson had attended a Place-Shaping meeting at which it was apparent that no major housing developments were likely in Bodenham. However, an American company (J. R. Homes) and a Bedford company (DLP Planning) had proposed that Bodenham should become a 'hub' with Marden, so that Bodenham, Bodenham Moor and Marden could become a Regional Service Centre (RSC) – a change of status which, if adopted, would justify some housing developments. The other point of note had been that the Bodenham settlement boundary would remain in force until at least 2013-14.

15. **Date of Next Meeting.**

15.1 There being no other business the Meeting ended at 8.50pm.

15.2 The next Meeting of the Parish Council will be held on 4th October at 7.30pm.

	CUMULATIVE	AUGUST
BALANCE AT 5 APRIL		BALANCE 13 JULY
LLOYDS	23769	51874
BANK OF IRELAND	5660	0
TOTAL BALANCE	29429	51874
 INCOME		
BANK OF IRELAND	5660	
ADVERTISING	924	250
VAT		
REFUND	5864	
PARISH HALL LOAN	15374	
COMMUNITY PLAN	750	
PRECEPT	4075	
FLOOD GROUP	270	
TOTAL INCOME	32917	250
 EXPENSES		
CAR PARK LOAN	750	
COMMUNITY PLAN	754	265
BANK OF IRELAND	5660	
CLERK SALARY	468	151
CLERK EXPENSES	275	
CAR PARK	39548	38943
CHURCH LANE SIGNS	151	
LAND REGISTRATION	251	
INSURANCE	573	
WEBSITE	200	100
NEWSLETTER	1072	514
FLOOD GROUP	493	
ADVERT	57	57
COUNCIL HALL RENTAL	61	61
MESH SAND BAG CAGE	165	165
SOCIETY OF COUNCIL CLERKS	66	66
TOTAL EXPENSES	50544	40322
BANK ACCOUNT 30 AUGUST	11802	11802
 CHEQUES RAISED NOT BANKED		
COMMUNITY PLAN MAP	52	
TOTAL	52	

512

CHEQUES/INCOME NOT BANKED

TOTAL 0

BALANCE 11750

INVOICES AWAITING APPROVAL

PLAYGROUND INSPECTION 52

INSTALLATION SID SOCKETS 874

SIDS 4438

TOTAL 5312

BALANCE 6438

REPRESENTATION OF ACCOUNTS

LADYCLOSE ORCHARD 158

FLOOD GROUP 1179

COMMUNITY PLAN 694

PARISH COUNCIL 4407

FUTURE COMMITTED EXPENDITURE

WEBSITE 300

COMMUNITY PLAN 750

TOTAL 1050

FUTURE INCOME

PRECEPT SEPT 4075

COMMUNITY PLAN 750

TOTAL 4825

REMAINING FUNDS 8182