

## BODENHAM PARISH COUNCIL

### Minutes of a Meeting of BODENHAM PARISH COUNCIL Held on Monday, 2<sup>nd</sup> August 2010 at the Seward James Centre at 7.30 p.m.

**Present:** Cllr Mrs Avery, Cllr Clark, Cllr Davies, Cllr Herbert, Cllr Mrs James-Moore, Cllr Knott, Cllr Ling, Cllr Mitcheson, Cllr Mullenger and Cllr Tilford.

Cllr Grumbley was also in attendance.

There were 7 members of the public present at the start of the Meeting.

**Introduction by the Chairman.** Mr Chris Smith was introduced to the Meeting as the new Parish Clerk.

1. **Apologies for Absence.** There were no apologies for absence.
2. **Declarations of Interest.** There were no declarations of interest.
3. **Minutes of the Previous Meeting.** The Minutes of the Council's Meeting on 5<sup>th</sup> July 2010 were approved and signed.
4. **Matters Arising.**
  - 4.1 **Additional Sandbag Cage.** Referring to Minute 5.6 in the previous Minutes, Cllr Clark reported that the sandbag cage has been delivered and would be installed in the near future.
  - 4.2 There were no other matters arising from the previous Minutes.
5. **Progressing Outstanding Issues.**
  - 5.1 **Damage to the Ancient Cobbled Pavement and Mounting Block Outside the Church.** Cllr Tilford reported there is now a plaque in place and Mr Crispin Hack had undertaken to repair the mounting block when he was free of other commitments. Cllr Ling asked that Mr. Hack be reminded about this and **Cllr Tilford agreed to do so.** Cllr Tilford went on to say that cars had been parked inappropriately when the School's end of term concert was taking place. He had informed the police, who are following the matter up.
  - 5.2 **Highway Defects – Church Road Re-surfacing and Protection of Grass Verges.** Cllr Grumbley had met with Amey, who had said that a membrane would be used to protect the grass. Councillors assumed that the membrane would be hard, but felt that some form of edging would still be needed. Amey had refused to install kerbing on cost grounds and Cllr Mullenger said that in any case local residents would prefer wooden posts to kerbing. Cllr Ling proposed that oak posts be used, but Cllr Tilford thought that Herefordshire Council approval would first be necessary. Cllr Grumbley confirmed that permission would be needed. Cllr Tilford suggested that a way forward would be to approach Amey to find out what membrane would be used and whether oak posts could be installed. **Cllr Grumbley agreed to do this.**
  - 5.3 **Road Safety.** Cllr Tilford said that as yet no date had been received for the white lining work at the Millcroft Road/ Ketch Lane junction.
  - 5.4 **Speeding Traffic on the A417.** Cllr Tilford had emailed Ms Julie Freeman of the Road Safety Unit asking what further measures could be adopted to improve road safety. He said the enquiry had been passed to Mr Andrew Lee-Jones, Amey Lead Traffic Engineer, and he was awaiting a reply.

5.5 **Egress from Woodhouse Lane.** Mrs Heap, a member of the public, reported that the new mirror was unsatisfactory. It reduced the dimensions of the image so that approaching vehicles were very difficult to see and it did not cover a sufficiently wide angle. The sun made the problem worse in the mornings. Cllr Tilford advised that the matter would be investigated.

5.6 **Road Safety – SID Deployment and Other Traffic Calming Measures.** Cllr Mitcheson said that he had written to Ms Freeman and was awaiting a reply about the mounting socket dimensions and key. Cllr Knott thought that an arrangement for storage and battery charging at the Parish Hall could be made. Cllr Grumbley suggested that the boiler room would offer secure storage and **this was agreed.** Cllr Mitcheson suggested that an order for the SID could be placed once a source for the pole had been confirmed.

5.7 **Provision of a Handrail for the Footpath Adjacent to the Southern End of The Green.** Cllr Tilford advised that a response was still awaited from Amey.

5.8 **Ownership of the Parish Hall and the Car Park.** Cllr Tilford noted that the ownership of the Parish Hall had been resolved, but there was still a query about an aspect of the car park near the School which Miss Susan Newbould (Solicitor) was looking into.

5.9 **Additional Sandbag Cage.**

5.9.1 The cage had been received and fitting it was in hand (see Minute 4.1 above).

5.9.2 The Parish Clerk reported that Amey had asked whether additional sandbags were required and, if so, how many. Cllr Clark replied that the Bodenham Flood Protection Group (BFPG) were calculating the requirement and he would inform the Clerk before the 17<sup>th</sup> September deadline.

5.10 **A417 Footpath Extension near England's Gate.** Cllr Tilford said that it had not yet been possible for Cllrs Ling and himself to discuss this matter with the owner, but it would be followed up.

5.11 **Dog Fouling.** Cllr Tilford went on to say that it was hoped that Dog Control Orders would be in place in the near future. These would include the churchyard. He added that the only exemptions would apply to guide dogs and hearing/'sensory' dogs. Cllr Ling asked who would enforce the orders. Cllr Grumbley replied that the Community Enforcement Team would do so.

5.12 **Prioritisation of Road Repairs. It was agreed that this matter would be raised again at the September Meeting.**

5.13 **Parish Website.** Cllr Mitcheson updated Councillors on the launch of the Website and expressed some disappointment at the lack of feedback on it. He added that he was about to start work on Phase 2 of the project and, amongst other improvements, would like to incorporate more images of the Parish.

5.14 **Community-Led Plan (CLP).** This issue was discussed under Agenda Item 11.

5.15 **Bus Shelters Refurbishment.** Cllr Ling advised that Mr Peter Watson was preparing drawings for replacement roofs. It was hoped that details would be available at the September Meeting.

5.16 **Unauthorized Signage on Public Roads.** Cllr Grumbley said that he was pursuing this. Cllr Ling asked whether any of the commercial signs on the A417 were authorized. Cllr Grumbley replied

that most were not, but the backlog of actions needed to remove them meant that progress in getting rid of them was slow.

5.17 **Bus Shelter Path.** It was suggested the project for replacing the bus shelter roofs should also include a paved apron and seat at the Chapel Lane shelter. **Cllr Ling agreed to include these in the scope of works he was preparing.**

5.18 **England's Gate - Part Demolition and Restoration of Listed Malting Barn.** The Clerk was asked to send an email request to the Planning Enforcement Officer for an update on the restoration proposals.

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

6.1 Mrs Liz Davis reported that the litter bin at England's Gate was full and was rarely emptied. **It was agreed that the Clerk would contact Amey about this.**

6.2 Ms Kathy Tremain reported that a large block of concrete (the base of a disused SID socket) had been left by the pumping station. **Cllr Clark agreed to look into this and speak to Mr Manley Jones.**

6.3 Several members of the public agreed that the mirror at the egress from Woodhouse Lane was ineffective (see Minute 5.5 above).

## 7. **New Parish Clerk – Transitional Arrangements.**

7.1 **Latest Position re Recovery of Parish Council Property.** Cllr Grumbley had rung Cllr Tilford on 30<sup>th</sup> July to say that Mr Field had agreed to hand over all the Parish Council property still in his possession within a week. Cllr Tilford thanked Cllr Grumbley for acting as an intermediary and proposed that, if the property was not returned within a week, he should request the Police CSO to call on Mr Field to seek the prompt return of the property. Failing that, a formal solicitor's letter should be sent in an effort to resolve the matter. **It was agreed that £100 should be set aside for this and that Cllr Tilford should contact Miss Newbould of Lloyds and Cooper (Solicitors) as necessary.**

7.2 **New Administrative Arrangements.** Councillors were asked to note that items for circulation and for Cllr Davis and Cllr Mrs James-Moore would be left in the box at Saffron's Garage.

7.3 **SLCC Membership.** Cllr Tilford proposed that membership of the Society of Local Council Clerks for the new Clerk should be funded by the Council. The annual subscription was currently £61 and there was a joining fee of £5. **It was agreed that this should be actioned.**

## 8. **Bus Shelters – Refurbishment.** This issue had already been discussed under Agenda Items 5.15 and 5.17.

## 9. **Speed Indicating Devices (SID) – Purchase – Progress.** This issue had been discussed under Agenda Item 5.6.

## 10. **Finance.**

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

## 10.2 Monthly Accounts Statements.

10.2.1 Cllr Ling presented a statement of the accounts, which is attached as Annex A. He said that he was willing to continue producing such monthly summaries, while the Clerk would handle the banking arrangements.

10.2.2 Cllr Tilford queried the Cricket Club and Lady Close Orchard funds, asking whether they had been lodged with the Parish Council with any conditions attached. Cllr Herbert replied that the Cricket Club funds were held in trust and Cllr Mrs James-Moore said that the same was true for the Lady Close Orchard funds. **It was agreed that the *status quo* would be retained for these funds.**

10.3 **Petty Cash Account – Proposed Establishment.** After discussion, it was agreed not to proceed with the establishment of a petty cash account and to continue solely with cheque payments.

10.4 **Invoices Received.** One invoice had been received – for £52.29 payable to Herefordshire Council for an A1 map for the CLP.

## 11. Community-Led Plan – “Planning for Real” – Progress Report

11.1 Cllr Ling reported that the CLP Steering Group had held its monthly meeting on 19<sup>th</sup> July. A sub-group had then had a further meeting on 26<sup>th</sup> July to analyze the data from the Planning for Real sessions and to discuss the next stage of the project, the production of a questionnaire to be distributed to every household in the Parish.

11.2 He was keen to use a page in the next *Newsletter* to keep the Parish Plan in the forefront of people’s minds by communicating some headline numbers of attendees, numbers of ‘hits’ on each topic and what the Parish Council itself was doing. The aim would be to show residents that they would not have to wait until the Plan was complete in 2011 for action: the Parish Council already had it in hand for many of the issues they had raised. The examples of this which he wished to advertise were:

### 11.2.1 Transport.

- Inform residents of the 4 locations for the future deployment of the SID.
- Get the new mirror at Woodhouse Lane adjusted.
- Get the road markings at the end of Ketch Lane repainted.
- Re-publicise the agreement with Mr Bache about parking for those using the Post Office.

### 11.2.2 Leisure.

- Contact the North Hereford Hunt and Marden Riding Club about how our children can get more involved in Pony Club activities.
- Ask Mr Dave Marriot if a system can be set up for people to use the tennis courts on a ‘pay and play basis’.
- Write to Amey about the bridle path by Bunhill to see if better gate latches can be provided. (The Parish would fit them).
- Mr Tim Wrathall has volunteered to keep the bridle path clear with his strimmer, but he would need Parish Council authorisation before he can commence.
- Advertise *via* the *Newsletter* all the activities and clubs which are held at the Parish Hall.
- Contact the nearest Brownie Pack to see if a Bodenham group can be formed.

### 11.2.3 Environment.

- Dog mess was the biggest issue, so again put a piece in the *Newsletter* trying to reinforce the point. It was also suggested that the CLP Steering Group should target popular times when it is known that people who do not clean up after their dogs, will be walking them.
- Investigate again the offer of the poop kit from Amey.
- Write to Queenswood about the litter around the Lakes.
- Action the request to have more trees by the Surgery.
- Investigate the illegal dumping which had been highlighted.

### 11.2.4 Facilities and Services.

- Update on progress in repairing the bus shelters.
- Write to The Practice Manager of the Marches Medical Practice with details of the CLP analysis.
- Advertise the Bodenham Surgery's opening times in the *Newsletter*.

### 11.2.5 Crime and Safety.

- Establish what is and what is not allowed at the Lakes, e.g. swimming, picnics, barbeques, fishing.
- Install better signage at the Lakes.

### 11.2.6 Other Ideas

- Set up a new notice board at the Post Office.
- Put a 'welcome pack' on the Website.
- Investigate the re-establishment of a neighbourhood watch scheme.

## 12. **Bodenham Flood Protection Group – Update.** Cllr Clark reported that:

12.1 Ms Mary Dhonau, the CEO of the National Flood Forum (NFF), had been invited to the Group's barbeque on 14<sup>th</sup> August at The Forge.

12.2 The BFPG had completed work on Mr Pugh's field in two sessions, one on 9<sup>th</sup> July and the other on 23<sup>rd</sup> July. There would be further working party sessions on 6<sup>th</sup> and 20<sup>th</sup> August at the Ketch Lane/ Millcroft Road junction.

12.3 The Group's AGM will be on 31<sup>st</sup> August.

12.4 The checking of sandbags will be completed shortly, when the total number of sandbags to be ordered from Amey will be known.

## 13. **Correspondence.**

### 13.1 **Public Rights of Way.**

13.1.1 Cllr Tilford circulated a letter from Herefordshire Council's Public Rights of Way (PROW) Manager and accompanying maps which had been received from Herefordshire Council outlining proposals to extinguish two footpaths in Bodenham. Cllr Mitcheson pointed out that the closure of footpath BM12 from C-D on the map might remove access to

the piped drain under the relevant gardens in Orchard Close and it was important that such access be retained for maintenance purposes. Cllr Ling agreed that continuing access for drainage maintenance was important and this should be regarded as a *quid quo pro* for the PROW running through the rear gardens being extinguished. In view of the long flooding history in this area **it was agreed that the Clerk should write to Mr Martin Jackson at Amey to make him aware of the proposal to extinguish the PROW and request that he confirm that adequate right of access for drainage maintenance work was being retained.** Cllr Mitcheson would liaise with the Clerk in the drafting of a suitable email/letter.

13.1.2 Turning to PROW BM13, which is blocked where it passes through the garden of 44, Brockington Road, Councillors supported the proposed extinguishment, but thought that the Order should also include the section that runs between Brockington Road and the C1125 through Mrs Millichip's garden. Cllr Grumbley said that he was sure that this had been the intention when the matter came before Herefordshire Council's Regulatory Committee, but he would check this out. Councillors agreed to defer responding to the PROW Manager's letter until after the September Parish Council Meeting. (A response is required by 27<sup>th</sup> September).

13.2 **West Mercia Police.** A letter had been received from West Mercia Police Authority which would be placed in the circulation folder.

13.3 **Amey Parish Walk.** A letter had been received from Amey with an invitation for a parish walk in September. The Clerk would reply accepting the invitation. Cllrs Clark and Mitcheson said they would like to participate.

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

13.5 **National Playing Fields Association.** A letter had been received from the National Playing Fields Association asking parishes to adopt a field. It is in the circulation file.

13.6 **May 2011 Elections.** A letter from Herefordshire Council about the May 2011 Elections is also in the file.

13.7 **Herefordshire Council Core Strategy.** The Clerk had received a letter and brochure from Herefordshire Council about a further meeting on the emerging Core Strategy, which he would scan and circulate.

#### 14. **Any Other Business.**

14.1 Cllr Clark reported that:

14.1.1 **Millcroft Road Drainage.** No fat traps have been installed at England's Gate. Cllr Grumbley advised that Welsh Water will not install them, it being the responsibility of England's Gate to do so. Cllr Clark offered to liaise with residents in Millcroft Road, asking them to be vigilant and report any blockages in the vicinity of the pumping station.

14.1.2 **Hunt Kennels.** The Hunt kennels are producing more mess and noise following the change of huntsman. Cllr Clark has discussed this with the Hunt Chairman who will look into the matter.

14.1.3 **Garden Refuse.** Garden refuse had been dumped on the grass verge and in the field along Millcroft Road. It had also been left along the C1125 at the southern fringe of the village.

14.2 **Bodenham Lake - Litter Bins.** Cllr Ling asked Cllr Mrs James-Moore and Cllr Grumbley to raise the matter of litter bins at Bodenham Lake at the next Queenswood and Bodenham Lake Panel meeting.

14.3 **Proposed Siward James Conservatory.** Cllr Davis asked about the planning permission for the proposed Siward James conservatory. Cllr Grumbley reported that the application had been submitted without a flood risk assessment. This had since been received and the application was now being processed.

15. **Date of Next Meeting.**

15.1 There being no other business the Meeting ended at 9.45pm.

15.2 The next Meeting of the Parish Council will be held on 6<sup>th</sup> September at 7.30pm.

	<b>CUMULATIVE</b>	<b>JULY</b>
<b>BALANCE AT 5 APRIL</b>		<b>BALANCE 18 JUNE</b>
LLOYDS	23769	51595
BANK OF IRELAND	5660	0
<b>TOTAL BALANCE</b>	<b>29429</b>	<b>51595</b>
<b>INCOME</b>		
BANK OF IRELAND	5660	
ADVERTISING	674	75
VAT		
REFUND	5864	
PARISH HALL LOAN	15374	
COMMUNITY PLAN	750	750
PRECEPT	4075	
FLOOD GROUP	270	270
<b>TOTAL INCOME</b>	<b>32667</b>	<b>1095</b>
<b>EXPENSES</b>		
CAR PARK LOAN	750	
COMMUNITY PLAN	489	190
BANK OF IRELAND	5660	
CLERK SALARY	317	33
CLERK EXPENSES	275	
CAR PARK	605	
CHURCH LANE SIGNS	151	
LAND REGISTRATION	251	
INSURANCE	573	
WEBSITE	100	100
NEWSLETTER	558	
FLOOD GROUP	493	493
<b>TOTAL EXPENSES</b>	<b>10222</b>	<b>816</b>
<b>BANK ACCOUNT 13 JULY</b>	<b>51874</b>	<b>51874</b>
<b>CHEQUES RAISED NOT BANKED</b>		
TARMAC	38943	
NEWSLETTER	514	
ADVERT	57	
COUNCIL HALL RENTAL	61	
COMMUNITY PLAN HALL		
RENTAL	54	
COMMUNITY PLAN EXPENSES	211	
WEBSITE	100	
<b>TOTAL</b>	<b>39940</b>	



505

**CHEQUES/INCOME NOT BANKED**

**TOTAL 0**

**BALANCE 11934**

**INVOICES AWAITING APPROVAL**

COMMUNITY PLAN MAP 52

**TOTAL 52**

**BALANCE 11882**

**REPRESENTATION OF ACCOUNTS**

**CRICKET CLUB 225**

**LADY ORCHARD CLOSE 158**

**FLOOD GROUP 1179**

**COMMUNITY PLAN 694**

**PARISH COUNCIL 9626**

**FUTURE COMMITTED EXPENDITURE**

WEBSITE 300

SID SOCKETS 600

SIDS 4000

COMMUNITY PLAN 750

**TOTAL 5650**

**FUTURE INCOME**

PRECEPT SEPT 4075

COMMUNITY PLAN 750

**TOTAL 4825**

**REMAINING FUNDS 8801**