



**The Queen's Award
for Voluntary Service**

BODENHAM FLOOD PROTECTION GROUP COMMITTEE MEETING MINUTES

**18 May 2021
Via ZOOM
18.00**

Attendees

Chair: Andrew Maxwell

Secretary: Debby House

Treasurer: Kathy Tremain

Operations Manager: Adrian House

Member: Dave Clements

Apologies: Sadie Chambers

AGENDA ITEMS

1. Welcome
2. Outstanding Actions
3. Topic 1: GDPR and Parish Web-site
4. Treasurer's Report
5. Operations Update
6. Events Update
7. AOB

Item 1 Welcome | 18.00 | Lead: Chair

As Chair, Andrew welcomed the Committee to the meeting.

Item 2 Outstanding Actions | 18.05 | Lead: Secretary

Debby then led the Committee through the actions as follows:

There were only two outstanding actions (both from February 2021).

7.2 Sadie – to investigate and report back on the feasibility of flood measurement gauges along Millcroft Road. Sadie had sent the following to the Secretary: NFI, latest from HCC: ***"We are still following up your questions with colleagues and will get a response to you asap"***. Action Ongoing

7.4 Adrian - telemetry technical information to be passed to DC. Adrian confirmed that this action was still outstanding and this would be explained in the Operations Update. Action Ongoing

Item 3 Topic 1 | 18.15 | Lead: Secretary

The main topic for discussion was the new Parish web-site and the GDPR requirements. Debby confirmed that she had now received all members signed GDPR forms, as previously agreed and would be passing them on to Councillor Maxwell.

Moving on to the new Parish web-site, there was then some discussion on what the Group would want to see on there. Debby explained she had received news that the new web-site would be going live earlier than expected hence why the GDPR documents had needed signing earlier. She also informed the meeting that she was in the process of pulling together some documents for the Committee to consider, including one called Advice Hub where all the useful information and web links could be stored.

It was felt that there was no need to continue to put the Committee minutes on the new web-site, although the AGM report and minutes would be posted. Members receive the regular minutes by e-mail or hard copy and it was agreed unlikely that the general population of the village would be interested in them. It was also agreed that the Constitution would be available on request.

Dave suggested an item highlighting the areas in the village that were prone to flooding would be useful for new residents and/or visitors. Debby agreed to look into how that could be achieved.

Debby suggested that documents would need to be with Councillor Maxwell by mid-June for inclusion on the launch and so the Group needed to have decided what they wanted on the web-site by then.

Action items	Person responsible	Deadline
3.1 Debby to look into a 'hot spot' document and then to send the documents and suggested items for inclusion on the new Parish web-site for agreement and approval	Secretary	31 st May

Item 4 Treasurer's Report | 18.30 | Lead: Treasurer

Kathy reported that she had sent the financial report for inclusion in the minutes (see Attachment A) but that briefly, the current balance was £4,909.62 as at 18th May 2021. The income from the Easter event of £365.67 was an excellent amount and more than covered the payment for the Group's insurance for this year.

Kathy reminded the Committee that it had previously been suggested that the Group should have a financial 'floor' amount, below which we do not allow the bank account to go. A discussion followed as to what this amount should be. Dave suggested that with annual insurance and purchase of sandbags and tools, the annual expenditure would be just over £1k a year. Keeping an amount around this figure, although arbitrary, seemed like as good a figure as any. It was agreed that it was unlikely that we would ever get to that point because the Treasurer would keep the Committee informed of when action may be required financially, but that having a floor amount of £1500.00 seemed to be sensible. The vote was carried for the floor amount to be £1500.00.

Kathy then asked the Committee what it wanted to do with the £52 in the account that had always been allocated to be used

to 'thank' the volunteers. This money had been given to the Group specifically for that reason, hence why it was noted separately in the account. There was some discussion as to whether this money could just be absorbed in to the main account or not. Debby commented that it was always the plan to hold some sort of event towards the end of each year to say thank you to the regular volunteers anyway. A compromise was agreed that this money would remain separate until it had been spent on the volunteers. Going forward, any event for the volunteers afterwards would be funded from the main account.

Finally, Kathy confirmed that Dave is now third signatory on the Group account and that the end of year accounts had been verified by Mr. Tim Burnhill. The Committee noted a vote of thanks to Mr. Burnhill.

Item 5 Operations Update | 18.45 | Lead: Ops Manager

Adrian reported that the new telemetry system was finally at a stage where the information displayed is usable; the recent wet weather had helped to show fluctuating levels and Adrian was now relatively confident that if the system had to be used in an emergency, it would supply enough advanced warning as to what may follow.

Referring to his action 7.4 from February, Adrian commented that once correspondence with HI had settled down, he would ask for a test to be sent which would provide the information required by Dave.

Adrian then reported that the Timeview licence and maintenance contract (under which is an annual visit in

November to calibrate the system), expires on the 31st May. There was some concern over the delay in the Parish Council being able to meet to discuss the payment of this contract as it would mean a delay and potentially a period of time in which the contract was null and void. Kathy explained that a ruling had been made by the High Court which meant that Parish Councils should hold face to face meetings, even though this was still not physically possible under Covid rules (note: this was because the Govt had not renewed the legislation allowing virtual meetings to continue). Adrian took an action to ask the Parish Clerk to expedite agreement for payment, by e-mail, if necessary. **Post meeting note:** The Parish Clerk has now paid this invoice. Adrian has also agreed with the Parish Clerk to ask HI to address all future financial correspondence to the Clerk.

Adrian then moved on to Working Parties. He reported that the two sessions for 24th April and 8th May had been cancelled as the water courses were in a good order. The next working party had been confirmed for Saturday 22nd May. Given the good state of the brooks elsewhere still, there was an opportunity to try and remove the loose stuff off the top of the debris 'island' at the junction of Millcroft & Smeadles. The actual 'island' needs equipment to dig it out and the landowner had been approached but any work would be unlikely at the present time however, removing the loose stuff on the top would prevent that getting washed away and causing issues further downstream in times of heavy rain.

Dave asked whether the spraying of the brooks was still considered to be a necessary and useful thing to do; he asked because he felt it was important to continue to challenge ongoing practices. All agreed that this was a good thing to do so that the Group did not become complacent. Adrian explained that in order to keep watercress and other vegetation from choking the brooks, spraying was the most

effective and efficient way to control it. This was especially important given the way the brooks meander through the village. There are many points along their journey where an overgrowth would cause issues to build up. Adrian also noted that spraying is no longer a one-off job as the chemicals used are necessarily much weaker now. So, a combination of spraying and clearing is deemed to be the most effective way of keeping the brooks under control. Dave thanked Adrian for his explanation.

The next working party date of the 5th June, had also been chosen by the Parish Council for the village litter pick; Adrian wanted confirmation as to whether he should cancel this date so that we did not clash. It was agreed that the 5th June should be cancelled, as working party dates, by their nature, need to be flexible anyway and many BFPG members also attend the litter pick.

Adrian then asked permission to purchase the following:

1 Fuel container for the brush cutters/trimmer's £10.00
(Andrew said that he had a spare one he would donate)

Two stroke oil mixture. £10.00

Head with line for the trimmer's. £25.00 each

Line 14mtrs 2.4 0000-930 2338 £12.00. Total approximately £50 plus p&p. The request was approved.

Action items	Person responsible	Deadline
5.1 Adrian to ask the Parish Clerk to expedite payment of the invoice, by e-mail, if necessary	Ops Manager	Done and invoice paid

Item 6 Events Update | 19.00 | Lead: Secretary/Chair

It was with regret that Debby had previously reported the resignation, for personal reasons, of Rebecca as Events Coordinator. The Committee noted a vote of thanks for all her work with specific mention of the Easter event, which had raised the Group's profile significantly as well as raising funds for our continued work.

Debby then briefly went over the role the Group was playing in helping to organise the Village Summer Fete in July. Andrew confirmed that although the Group's account was to be used for the fete, transactions would be kept to a minimum. Any up-front monies that the fete incurred would be borne by the Summer Fete Committee (SFC) wherever possible and repaid from takings on the day. The profits would then be paid into the BFPG account. The main transactions likely to be required would be paying in cheques from stall holders where necessary and then paying out to other recipients of the final profits.

Item 7 AOB | 19.40 | Lead: All

Debby asked the Committee if they were happy for her to cancel the Zoom subscription before the expiry in January 2022, to prevent automatic renewal. The consensus was that, given we would still be able to access Zoom until expiry, there was no reason to wait to cancel. Debby took an action to cancel the subscription in due course.

Debby then confirmed that the date of the next meeting would be 20 July and a face-to-face meeting would hopefully be possible by then. Andrew noted that he would not be available on 20 July but suggested the meeting should still go ahead as the Committee can still make a decision if there is a quorum attending.

Debby noted that she had been unable to procure a price for the hire of the Siward James Centre (SJC) but that a small meeting room at the Parish Hall (PH) was £6 an hour. Kathy agreed to search through the accounts to try and find what was paid previously for SJC. **Post meeting note:** Kathy confirmed that as of April 2020, the cost of hiring the Centre room only was £9 an hour.

Even if both venues increase their pricing this year, it looked like the PH would be more economical but Debby took an action to investigate and then go to the Committee for a vote.

After asking the Committee for any other items, Debby updated the Committee on behind the scenes work that had been happening. This was in the form of requests for advice.

1. The first request was from another Parish (Llangarron, who had joined with Llanwarne), following on from previous correspondence with the Mitchesons last year. This time they were in a better position to begin getting a group together. They wanted advice on the sort of documents required to underpin a flood group. Apart from a precis of what we do, the Secretary sent them some useful links on setting a group up as well as our Constitution and team ToRs. They were also guide-posted to insurance brokers and advised on the telemetry system. They were already in

touch with the NFF. They were very happy to receive the information.

2. The second request was from a future resident who is buying a property on Berrington Drive and wanted to know the flood risk from an independent view. Initial thoughts were that flooding of the actual property was probably unlikely given the incline of Berrington Drive off the C1125. However, for due diligence, the Secretary researched through group documents and EA sites and as expected nothing adverse was found. However, for belt and braces, Tony Mitcheson was consulted, and he concurred that nothing had been reported on the property to his knowledge. A response has been sent commenting that the risk to the property is considered low (although there is always a caveat with that) and advising that it is the C1125 that can sometimes be impassable. It was also suggested that he would be introduced to Dave as the Area Rep in due course. Dave was happy to be contacted. Again, very appreciative.
3. Finally, earlier in the month, we received a report from a resident regarding two large trees fallen in the Lugg behind the Church. The River Lugg is not the BFPG's responsibility and in any case the two trees were far too large for the Group to tackle even if it was. However, due diligence required investigation. The Parish Council had apparently reported it to the Environment Agency (EA) previously (unknown when) but not had any response. The Secretary reported it via the EA incident line and received an incident number to take forward. In addition, the Secretary also reported it to the National Flood Forum (NFF) at Herefordshire County Council for them to put pressure on the EA from their end. Via various sources, the landowner had been identified who was keen to help but needed help and advice. The NFF have reported that the EA will be visiting the site soon. It is hoped that they will work closely with the landowner now to remove the

trees from the river in due course. The Secretary will continue to monitor the situation.

Membership News: NTR

DONM: 20 July 2021, venue to be confirmed.

<u>Action items</u>	<u>Person responsible</u>	<u>Deadline</u>
7.1 Debby to cancel Zoom subscription	Secretary	30 th June 2021
7.2 Debby to identify a venue for the next meeting	Secretary	30 th June 2021

Attachment A

FINANCE REPORT

For Committee Meeting dated 18.5.21

**Balance of funds held by BFPG at the end of this period
18.5.21**

At the end of last period (16.3.21) the Funds held totalled ...
£4,935.76

Since then we have received £565.67

And spent £591.81

Our current total is therefore £4,909.62

The balance of the bank account is ... £4,879.62

And the amount of petty cash held is £30.00

Total Funds £4,909.62

Income Breakdown

Easter Event£429.70 (Profit/Donations £365.67)

Returned unspent£135.97

Expenditure Breakdown

Insurance Premium£265.00

Easter Event£200.00 (Expenses £64.03,
remainder £135.97 returned)

Equipment/Misc. (Framing/USBs) .. £126.81