

BODENHAM PARISH COUNCIL

MINUTES OF THE BODENHAM PARISH COUNCIL MEETING

held via Zoom at 7.30 pm on Monday, 7th December 2020

Present: Cllr H Batchelor Cllr Crane Cllr P James-Moore Cllr S Maxwell
 Cllr T Morris Cllr L Nicholas

Ward Councillor John Harrington was present.

2 members of the public were present.

Introduction

Cllr James-Moore reported to the Meeting that former Parish Councillor, Mr Tony Clark, had died. She said that Mr Clark had been a diligent member of the Parish Council for many years and had administered the *Newsletter* for much of that time. Cllr James-Moore also said that Mr Clark's specific contributions to identifying items for discussion on parish walks and his ability to check the Minutes with precision were appreciated.

1. **Apologies for Absence.** No apologies for absence were received.
2. **Declarations of Interest.** There were no declarations of interest.
3. **Minutes of the Previous Meeting.** The Minutes of the previous Meeting were approved. (Proposer; Cllr Crane: Seconder; Cllr Morris).
4. **Matters Arising from the Minutes.** There were no matters arising from the previous Minutes.
5. **Opportunity for Members of the Public to Address the Parish Council.**
 - 5.1 Mrs Gwen Bowden thanked the Parish Council for their work during the periods of lockdown.
 - 5.2 Mrs Bowden asked whether there was any requirement for horse droppings to be cleared up from public highways and pavements. Councillors felt that there was no such requirement and that gardeners might wish to clear up droppings for their gardens.
6. **Replacing the Speed Indicator Device (SID).** Cllr Crane reported that the Traffic Group had produced a report of their work, after three virtual meetings and five hours of discussion. The report listed seven quotes for a replacement SID, a methodology for deciding between them and the decision the Group had arrived at. Cllr Crane said that the Group felt that a SID with Automatic Numberplate Recognition (ANPR) was the best option and that the only device which incorporated both options together is TWM Technology's Captis system. He said that this device would cost around £7000, but, before the Parish Council committed itself, he would request a demonstration of the system, to which Mr Jason Richards and Mr Paul Courtney - who have volunteered to position and operate the device - would be invited. **ACTION: JC**
7. **Playground Fence Replacement.**
 - 7.1 The Clerk said that quotes had been obtained for a metal fence and gate, but a quote for a timber fence had yet to be received. The Clerk said that, once this quote had been received, he

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1435

would organise a Zoom meeting of the Playground Sub-Committee to discuss the quotes.

ACTION: CS

7.2 Cllr Maxwell raised the question of the ownership of the land the playground stands on. The Clerk said that, when the playground was installed, the land had been leased from Leominster and Wigmore District Council until 2013. The Clerk had been notified of the expiry of the lease by the late Cllr Stan Davis, who had given him a copy of the lease. Thereafter he had contacted Herefordshire Council several times in advance of the expiry date to discuss renewal, but had received no reply other than acknowledgements to each of his enquiries. Cllr Harrington asked, if he could be given details of the lease, so that he could pursue the matter. **ACTION: CS**

8. **Website Replacement.** The Clerk reported that the quote from Eyelid Productions seemed to be acceptable. Eyelid Productions are a Crown Commercial Services supplier specialising in council websites, for which the company has won a National Association of Local Councils award. He said that the quote was extensive and offered many features, including training and the option of having gov.uk email addresses for Councillors, if they wished. He added that more details were needed about, for example, moving from the existing website and the retaining all the existing information thereon about Bodenham. The Clerk said that he would contact Eyelid to discuss such matters and would report back to the Parish Council at its next Meeting. **ACTION: CS**

9. **Free School Meals.** Cllr Batchelor reported that she had circulated an email about free school meals and supporting families and individuals who may need extra help at this time. She added that she had contacted several organisations, but was asking whether the Parish Council had any lists of vulnerable people or volunteers. Cllr James-Moore suggested that the CoCo scheme might have a list, which she would enquire about for Cllr Batchelor. **ACTION: PJ-M**

10. **Amendment to the Standing Orders.** The Clerk proposed an amendment to Standing Order 10.7.1 in Section 10.7 (Contracts and Purchase Orders), which currently reads "An official order or letter will be issued for all work or service paid for by the Council." The Clerk proposed adding a clause reading "Verbal approval for work may be given by the Clerk on occasions when immediate action is needed and if the cost of the work does not exceed £200." in order to facilitate immediate actions, while remaining within the Standing Orders.

11. **Community Speed Watch/TRO Update.** Cllr Maxwell said that the Transport Working Group had circulated a report and a draft letter to Cllr Harrington asking him to take the report further. Cllr Maxwell said that she had obtained a map showing the Traffic Regulation Orders for parts of Bodenham and that there were discrepancies between the map and the actual location of speed regulation signs. Cllr Harrington offered to examine the matter. **ACTION: JH**

12. **Future Use of Zoom.** The Clerk said that this matter had been resolved by the signing of a 12-month contract with Zoom.

13. **Finance.**

13.1 **Monthly Accounts Statements.** The Clerk had circulated the monthly accounts and spreadsheet and gave a resume of them. The accounts were approved (Proposer; Cllr Crane: Seconder; Cllr Tremain) and are attached as Annex A.

13.2 **Outstanding invoices.** The Clerk presented the following invoices:

- Clerk's expenses (printer cartridge; stamps)	£14.42
- Shire's Tree Services (removal of stump in School car park)	£120.00
- Leominster Community Resource Centre (November Newsletter)	£143.00
- Park Home (Domain name and hosting renewal)	£216.00
- Bodenham Bowling Club (Donation from the Parish Council)	£420.00
- Mike Darley (Clearing fallen tree at Bodenham Lake)	£50.00
- Helen Batchelor (Zoom subscription)	£143.28
- Leominster Community Resource Centre (December/January Newsletter)	£202.50

UNCONFIRMED
1436

13.3 The invoices were approved (Proposer; Cllr Crane: Seconder; Cllr Tremain).

14. **Planning**

14.1 **Planning update.** Cllr Tremain had circulated a Planning Update, which is attached as Annex B.

14.2 **Planning Applications**

- 203833: *St Michael's C of E School: Work to trees in a conservation area.* (for ratification)

- 203412: *Bodenham Hall: Proposed works to*

G1- Several Hawthorn (Crataegus monogyna) trees that were part of a hedge, have been heavily ensconced in Ivy, we wish to fell them and reinstate the entire hedge line.

T1- A Magnolia - minor formative pruning.

G2- Several Hazel (Corylus avellana) that form a screen between the neighbouring property require a minor height reduction.

T2- A self-set Plum (Prunus domestica) wish to remove this tree.

T3 - A large Wild Cherry (Prunus avium) to reduce the protruding canopy by thinning.

T4 and T5 Lime (Tilia cordata) and a Beech (Fagus sylvatica).

- 203580: *The Cornett, Ullingswick: Proposed storage shed for purposes incidental to the enjoyment of the dwelling house including the storage of vintage lorries.*

14.3 No objection was made to any of these applications. Councillors felt that no response was needed to application 203580, because the property was outside the Bodenham Parish boundary.

15. **Updates**

- **Bodenham Flood Protection Group.** The monthly BFPG Report is attached as Annex C.

- **Parish Hall.** No report was given.

16. **Correspondence Not Previously Circulated.** The Clerk said that no correspondence had been received, which had not been previously circulated.

17. **Other Business (including District Councillor's Comments).**

17.1 Cllr Harrington gave a report on the pandemic and the proposals for a Hereford bypass.

17.2 Cllr Harrington said that there is an outline for the priority system on the C1125 and that he would give an update on it and the traffic calming measures outside the Post Office at the next Meeting.

17.3 Mrs Gwen Bowden asked about the A49/A417 junction. Cllr Harrington said that a new Highways England engineer is in post and that Herefordshire Council hope to proceed with the scheme, if the required extra land can be obtained. Cllr Harrington said that he would give an update at the next Meeting.

17.4 Cllr Maxwell raised the issue of sub-committees vs working groups. The Clerk said that the Standing Orders were based closely on Herefordshire Council's, as had been recommended at the time, and that differences between Herefordshire Council and parish councils - of which the conduct of sub-committees was one - had not been appreciated. The Clerk said that it seemed inappropriate and unworkable for the Parish Council to operate sub-committees in public with an agenda and minutes, and that the existing method of operating sub-committees had worked well without problems. Cllr Harrington undertook to ask Herefordshire Council officers about the issue.

ACTION: JH

18. **Dates of Meetings:**

- the next Meetings are scheduled to take place on Mondays 11th January and 1st February 2021

UNCONFIRMED
1437

Annex A

NOVEMBER 2020 accounts

OPENING BALANCE on 1st NOVEMBER 2020 = £52101.66

Date	Income	Expenditure	Comment
2nd November 2020	£25.00		<i>Newsletter</i> advertising (Wilde Pest Control)
2nd November 2020		£227.50	C D Smith (Clerk's salary)
3rd November 2020		£3.52	C D Smith (Clerk's expenses)
3rd November 2020		£25.00	Lengthsman's invoice
3rd November 2020		£90.00	Footpath Officer's invoice
4th November 2020	£50.00		<i>Newsletter</i> advertising (Ray Taylor)
10th November 2020		£143.94	Donation to BFPG
10th November 2020		£50.00	Donation to Royal British Legion
10th November 2020		£45.60	War Memorial sign printing
10th November 2020	£40.00		BFPG donation
16th November 2020		£120.50	<i>Newsletter</i> printing
17th November 2020	£620.48		VAT repayment
20th November 2020		£56.76	HMRC (Clerk's income tax)
23rd November 2020	£50.00		<i>Newsletter</i> advertising (Woodcut Trees)
30th November 2020		£227.50	Clerk's salary
TOTALS	£785.48	£933.56	

CLOSING BALANCE on 30th NOVEMBER = £52101.66 + (£785.48 - £990.32) = £51896.82

PLANNING UPDATE FOR PARISH COUNCIL MEETING ON 7.12.20

New Applications for Consideration

P203833/K St Michael's C of E Primary School, Bodenham, HR1 3JU: Works to Trees in a Conservation Area.
Target Determination Date 25.12.20.

P203412/K Bodenham Hall, Ladywell Lane, HR1 3JT: Works to Trees in a Conservation Area.
Target Determination Date 31.12.20.

Notification of Application in Neighbouring Parish (Ullingswick)

P203580/F The Cornett, Ullingswick, HR1 3JE: Proposed storage shed for purposes incidental to the enjoyment of the dwelling house, including the storage of vintage lorries.

Applications Determined since last Parish Council Meeting

P202715/FH Pigeon House, Bodenham HR1 3JX: Proposed installation of pair of gates and alterations to the boundary wall – PLANNING PERMISSION GRANTED 2.11.20.

P202908/FH Stone House Farm, Bodenham HR1 3HZ: Proposed replacement outbuilding to form Garden Room – PLANNING PERMISSION GRANTED 16.11.20.

P202094/F Land North West of Maund Bryan House, Bodenham HR1 3HP: Agricultural Barn and Stables – PLANNING PERMISSION GRANTED 18.11.20.

Applications Still To Be Determined

P192272/F Rear of Mendip: New Dwelling.

P201414/F Workshop 1, Hamwyn Joinery: Extension for Living Accommodation.

P202245/FH Broom Cottage, Bodenham HR1 3HR (Junction of C1125
P202246/L with Chapel Lane): Two Storey Rear Extension and other Works.



BODENHAM FLOOD PROTECTION GROUP REPORT
(7 DECEMBER 2020)

SUMMARY OF THE PAST MONTH

1. What a difference a year makes! This time last year we had already been through two storms (26-28 October and 14-18 November) which had affected traffic wanting to use the Ketch Lane junction, and were approaching a third (16-18 December). Thankfully, this year the weather has not added to the problems created by Covid-19. The conveyor belt of minor storms crossing the country over the past month have brought some rain, but have had little effect on local watercourses, with water levels remaining low.

TRANSFER TO THE NEW COMMITTEE

2. Following the recent call for new members, more volunteers have come forward to join the Group, and especially to contribute to the essential maintenance carried out by working parties between April and October each year. The hope is that, if there are enough core members, it will be possible to introduce a rota system which will spread the load significantly. There is still plenty of room for more volunteers and Councillors are always most welcome, so please give any member of the proposed new Committee a call if you think you could spare some time in whatever capacity.

3. Work continues behind the scenes updating contact lists, taking over equipment, etc. As part of this, in November a formal notice was sent to members calling for them to vote for the new Committee. The deadline was midday last Tuesday, (1 December) and the results will be posted on the Parish Website and in the next *Newsletter*, as soon as they have been confirmed by the Secretary (Elect). (She is away from Bodenham at present).

4. As always, if you want to be added to the BFPG's mailing list, please let the Secretary (Elect) know (secbfpg@gmail.com). We look forward to a bright start to 2021, but meantime be assured that the BFPG will be working behind the scenes to be ready for whatever the weather brings!

SOCIAL AND FUND-RAISING EVENTS

5. Covid-19 restrictions obviously mean that no social or fundraising activities are possible at the moment and, unfortunately, this is unlikely to change in the immediate future. However, members of the proposed new Committee have been seeking volunteers to get involved as soon as the Covid-19 situation improves. They have been delighted with the response which means that there are now volunteers ready to get moving as soon as we can!

VALETE

6. Although I hope to do what I can to continue helping the BFPG as a member for as long as I am able, this is my final Report to the Parish Council as the Group's Chairman. It has been an 'interesting' 9½ years in that role, but you will be relieved to know that I have no intention of recounting all the Group's achievements during that time. (You can find them detailed on the Parish Website, if you care to look). However, I will mention the most important one - that, thanks to all the hard work of the Group's members over those years - and before - and despite some storms, which have equalled, and in some cases exceeded, the severity of that of July 2007 which prompted the Group's formation, local residents have largely been spared the trauma of flooding. Sadly, there have, of course, been exceptions, such as the two houses in Bodenham flooded last February and water getting into some gardens and garages from time to time, but, overall, the efforts of our volunteers have meant that we are entering our thirteenth Winter so far relatively unscathed.

7. What is now most personally gratifying to me is that, as you will have read above, some members of the Group have stepped forward to take over the leadership of the BFPG and thus ensure the continuation of its work – and to do so on a more secure footing, where the leading roles are shared between a committee of at least six members, rather than one reduced to two. Babs, who has now stood down after 12½ years as Secretary, joins me in wishing the new Committee, and indeed the Group as a whole, every success in the future. We shall watch its progress with interest and provide it with whatever support we can, albeit perhaps from afar.

8. Finally, we both wish you all a very happy Christmas and a rapid return to a successful and Covid-19-free normality in the New Year!

K.A.M.