

BODENHAM PARISH COUNCIL

MINUTES OF THE BODENHAM PARISH COUNCIL MEETING

held via Zoom at 7.30 pm on Monday, 12th April 2021

Present: Cllr H Batchelor Cllr S Collin Cllr J Crane Cllr P James-Moore (Chairman)
Cllr S Maxwell Cllr L Nicholas Cllr K Tremain Cllr R Layton

Ward Cllr J Harrington was present

No members of the public were present.

1. **Apologies for Absence.** No apologies for absence were received.
2. **Declarations of Interest.** No declarations of interest were received.
3. **Minutes of the Previous Meeting.** The Minutes of the previous Meeting were approved. (Proposer; Cllr Layton: Seconder; Cllr Nicholas).
4. **Matters Arising from the Minutes.**
 - 4.1 **Minute 4.2: Playground Lease.** The Clerk said he had been contacted by Herefordshire Council about the details and cost of the new lease, and had explained the situation, which had led to the promise of a reply, which had not yet been received. Cllr Harrington said that he would pursue the matter. **ACTION: JH**
 - 4.2 **Minute 4.3: Cleaning the Gates on the A417.** Cllr Harrington said that he had asked for a meeting with Herefordshire Council representatives, but it had not been possible to arrange one. Cllr Harrington said that he would provide an update on the matter in due course. **ACTION: JH**
 - 4.3 **Minute 4.5: Sewage Problems in Orchard Close.** Cllr Maxwell said that some of the residents of Orchard Close had decided to fund drainage work themselves. Cllr Crane said that he had tried to speak to Mr Pugh, the owner of Eastfields Farm, but had not succeeded, even though Mrs Pugh had agreed to ask her husband to contact him. Cllr Harrington said that the issue seemed to be about riparian rights, about which new guidance is to be issued soon. Cllr Harrington agreed to pursue the matter. **ACTION: JH**
 - 4.4 **Minute 6: Bodenham Flood Protection Group Finance.** See Minute 16 below.
 - 4.5 **Minute 7: Closure of Bodenham Post Office.** No further update was given. It was agreed that a retirement gift should be given to Mr Rowland Hunt - the Postmaster. The Clerk was instructed to research options. **ACTION: CS**
 - 4.6 **Traffic & Transport: Purchase of Signs to Accompany the new SID/ANPR.** Cllr Batchelor said that the first ('You are on camera') sign had been delivered, but the purchase of the second sign had been deferred. The Clerk was instructed to ask for a date for the arrival of the new SID. **ACTION: CS**
 - 4.7 **Minute 10: Lengthsman & P3 Officer: Update Regarding Appointments.** Cllr Batchelor said that the contract had been signed and submitted, and that the Working Group would meet with Mr Richard Morgan to discuss his schedule and to appoint a person or persons qualified to conduct spraying and to use a mini-digger. The Clerk was instructed to advertise accordingly in the *Newsletter*. **ACTION: CS**
5. **Opportunity for Members of the Public to Address the Parish Council.** No members of the public were present.

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6. **Bodenham Community Charity Nominative Trustee.** The Clerk reported that the Parish Council had been asked to approve their-appointment of Mrs Margaret James to the board of Bodenham Community Charity. This was agreed unanimously (Proposer; Cllr Crane: Seconder; Cllr James-Moore).
7. **Appointment of Internal Auditor.** The Clerk reported that the audit documentation had been received and that it was necessary to appoint an internal auditor. The Clerk requested that Mr Paul Hemming be approached, as in previous years. This was agreed. **ACTION: CS**
8. **Neighbourhood Development Plan.** The Clerk said that progress on the revision of the NDP had stalled, because of the pandemic, and Marden's NDP had been put on hold by Herefordshire Council, because of the insistence by Natural England that no new building should take place in North Herefordshire until phosphate levels in watercourses have been reduced. Cllr Harrington said that NDP referenda are proceeding in May, but subsequent NDPs may not carry full weight. Cllr Harrington added that an update from Herefordshire Council would appear soon, and that he recommended that work on Bodenham's NDP should continue, The Clerk said that the NDP Group could be re-formed at the Parish Council Meeting in May.
9. **Update on New Website (Progress, Housekeeping Issues).** Cllr Maxwell said that updating the Website was in progress. On the matter of data protection, Cllr Maxwell said that letters and data consent forms had been sent to all whose names appeared on the Website. It was agreed that Councillors' addresses should not appear in their details on the Website.
10. **Update on SID (Documentation on Existing Website, Signage).** Cllr Crane said that much documentation had already been circulated. Cllr Crane proposed and Cllr Collin seconded that the documentation should be enshrined in Parish Council policies. This was agreed.
11. **Painting of and Padlock for "Sentry Box".** Cllr James-Moore suggested that the 'sentry box' be painted dark green. This was agreed. The Clerk was instructed to purchase a padlock for the 'sentry box'. **ACTION: CS**
12. **Asset Register Update/Insurance Renewal Date.** Cllr Maxwell said that the asset register has now been updated, and that the insurance policy now needs to be updated with replacement values added for all items, although, she added, her call for volunteers to help with this process had gone unanswered. The Clerk said that the renewal of the insurance policy was due for payment by 31st May. Cllr Crane said that it might be best to defer renegotiation of the insurance policy and amendment of replacement values until 2022, by which time individual Councillors might undertake to find replacement values for individual categories of items. Cllr Crane said that he would look at street furniture. Cllrs Collin and Tremain agreed to look at the Playground.
13. **Orchard Close Drains.** See Minute 4.3 above.
14. **Litter Pick.** Cllr James-Moore suggested holding a litter pick in June, given that the National Litter Pick is being held from Friday 28th May to Sunday 13th June. The date of Saturday 5th June was agreed, and the Clerk was instructed to make the necessary arrangements. **ACTION: CS**
15. **Parochial Church Council Grant Request.** The Clerk reported that a request had been received from the Parochial Church Council for a grant towards the upkeep of the churchyard. The Clerk gave details of grants given in previous years. Cllr Crane said that the grant should be not less than the figure for 2020 of £1500. This figure was agreed. The Clerk was authorised to make the payment as soon as possible. **ACTION: CS**
16. **Finance**
 - 16.1 **Monthly Accounts Statements and Spreadsheet.** The Clerk had circulated the monthly bank statement, accounts and spreadsheet, and gave a short explanation of them. They were

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then accepted (Proposer; Cllr Crane: Seconder; Cllr Tremain). The accounts are attached as Annex A.

16.2 **BFPG Account Reconciliation.** Cllr Tremain, who is also the BFPG Treasurer, said that the outstanding figure was £2425.76. It was agreed that the Clerk should pay this sum to the BFPG as soon as possible. **ACTION: CS**

16.3 **Outstanding Invoices.** The following invoices were presented for payment:

- Leominster Community Resource Centre (March <i>Newsletter</i>)	£116.50
- Clerk's expenses (stamps and Smiley Face Sign)	£15.96
- Mr R Morgan (Lengthsman's invoice 1183: various cleaning up duties)	£360.00
- Mr R Morgan (Lengthsman's invoice 1185: Collecting, assembling and positioning small shed)	£60.00
- Mr R Morgan (Lengthsman's invoice 1198: grass cutting at War Memorial)	£25.00
- Growell Garden Care (installing new memorial board)	£50.00
- Leominster Community Resource Centre (April <i>Newsletter</i>)	£159.00

16.4 The Clerk explained the details of the invoices. It was agreed that the invoices would be paid (Proposer; Cllr Maxwell: Seconder; Cllr Tremain).

17. Planning

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

17.2 **Planning Applications.**

- 210472: *Bleak House: Two proposed holiday lodges with associated parking and drainage.* The Parish Council had agreed to object to this application. The Clerk said that he had already submitted the Parish Council's response.

- 210518: *Verncroft: Proposed rear extension and demolition of existing conservatory.* Following a circulated planning assessment, it was agreed that the Parish Council would make no objection to this application.

- PR01937: *Shires Park, Ullingswick: (Application for Grant of Premises Licence).* The Clerk reported that a detailed response opposing this application had been submitted to Herefordshire Council ahead of an online meeting of its Licensing Committee. It was agreed that Cllr Collin and the Clerk should represent the Parish Council at the Meeting.

18. Updates

18.1 **Parish Hall.** Cllr Layton said that he had nothing to report.

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

20. Other business (including District Councillor's Comments).

20.1 Cllr Harrington gave a report, as follows:

- the number of coronavirus cases in Herefordshire is dropping;
- elections will be held on 6th May
- Herefordshire Council is taking the Public Rights of Way service back in house;
- Herefordshire Council may take Traffic Regulation Orders (TROs), street works and locality stewards back in house too;

20.2 Cllr Maxwell asked Cllr Harrington for an update on the TRO situation in Bodenham. Cllr Harrington said that orders have been compiled for assessment, and, if approved, will be open for consultation. Cllr Harrington said that he hoped for rapid progress on the matter perhaps by early June.

20.3 Cllr Batchelor asked about the proposed new footway. Cllr Harrington said that he would find out how the proposal was progressing. **ACTION: JH**

20.4 Cllr Tremain thanked Herefordshire Council for everything that had been done to improve Yazor Brook. Cllr Harrington said that volunteers had been supported, but Herefordshire Council had done no more than that.

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20.5 Cllr Maxwell reported that she had been unable to establish the exact relationship between the Parish Council and the Parish Hall, and felt that it was necessary to examine the deeds to the Parish Hall, which are held by Lloyds Cooper of Leominster. Cllr Batchelor said that papers found in the filing cabinet at the Parish Hall do not provide sufficient clarification. It was agreed that the Clerk should write to Lloyds Cooper requesting a copy of the deeds.

ACTION: CS

20.6 Cllr James-Moore announced that she was resigning from the Parish Council and, therefore as Chairman, with immediate effect.

21. **Dates of Meetings.** The next Meetings are scheduled to take place on Mondays 10th May 2021 (3rd May is a Bank Holiday) and 7th June. On 10th May the Parish Council Meeting will be preceded by the Annual Parish and Annual Parish Council Meetings, which will start at 7pm.

22. The Meeting ended at 20.55.

MARCH 2021 Accounts

OPENING BALANCE on 1st MARCH 2021 = £48013.40

Date	Income	Expenditure	Comment
1st March		£227.50	Clerk's salary
1st March	£160.00		<i>Newsletter</i> advertising (Drapes and Dressings)
2nd March		£49.61	Mrs P James-Moore (expenses)
2nd March		£750.00	Eyelid Productions (new website)
2nd March	£50.00		<i>Newsletter</i> advertising (BLM Kempson)
5th March		£100.00	Mr R C A Horlock (old website maintenance)
10th March	£80.00		<i>Newsletter</i> advertising (M McKenzie)
10th March	£50.00		<i>Newsletter</i> advertising (Stacy Gardner)
16th March		£2500.00	BFPG (partial account transfer)
22nd March	£50.00		<i>Newsletter</i> advertising (S Cochrane)
22nd March		£56.76	Clerk's HMRC payment
31st March	£80.00		<i>Newsletter</i> advertising (Berrys Berrys)
31st March		£227.50	Clerk's salary
TOTALS	£470.00	£3911.37	

CLOSING BALANCE on 31st MARCH = £48013.40 + (£470.00 - £3911.37) = £44572.03

PLANNING UPDATE FOR PARISH COUNCIL MEETING ON 12th APRIL 2021

New Planning Applications for Consideration/Ratification

P210472/F Bleak House, Bowley Lane, Bodenham
Proposed 2 No. Holiday Lodges with associated parking and drainage
Target Determination Date 2.4.21

P210518/FH Verncroft, Bodenham HR1 3HS
Proposed rear extension and demolition of existing conservatory
Target Determination Date 20.4.21

Other Applications

Grant of Premises Licence Shires Park, Ullingswick

Applications Determined since last Parish Council Meeting

P210156/FH Pigeon House, Bodenham HR1 3JX
Proposed replacement boundary wall (stone) and installation
of pair of gates
Planning Permission GRANTED 15.3.21

P210830/X AZ PP Bower Cottage, Bodenham HR1 3HS
Approval of details reserved by condition.
Comments not accepted on this application
APPROVED 23.3.21

P210453/PA7 New House Farm, Bodenham HR1 3JD
Application for prior notification of a new agricultural building
For storing straw to litter livestock, and to store dry manure
produced by the livestock
PRIOR APPROVAL NOT REQUIRED 25.2.21

P210483/PA4 Barns at Bowley Lane, Bodenham
(Part 3) Class Q Notification for prior approval for a proposed change of use
Prior Approval of agricultural building to 1 no. (larger) dwelling house
PRIOR APPROVAL REFUSED 29.3.21

Applications Still To Be Determined

P192272/F Rear of Mendip, New Dwelling (Target Determination Date 21.8.19)

P201414/F Workshop 1, Hamwyn Joinery, Extension for Living Accommodation
(Target Determination Date 27.7.20)

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P202245/FH Broom Cottage, Bodenham HR1 3HR
P202246/L Two Storey Rear Extension and Other Works
(Target Determination Date 12.3.21)

P203833/K St Michael's C of E Primary School, Bodenham, HR1 3JU
Works to Trees in a Conservation Area
(Target Determination Date 25.1.20)

9.4.21

Planning Sub Committee