

**Parish Clerk:**

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**Minutes of the Parish Council meeting held on Wednesday, 20th April 2016
at All Saints Church, Coddington at 7.30pm**

Present

Councillors Sven Bosley (Chairman), Julie Baker, John Joyce-Townsend, Rachel Lovering, Tim Newsholme, Gian Paganuzzi, Patrick Whitehead, Jo Hayes.

In attendance

Leanne Rex – Parish Clerk

Public: 11

ITEM	MINUTE	ACTION
1.0	To Accept Apologies for Absence and Note the Reason J Boyle (family), Mark Andrews (work), Matt Hosking (transport issues), Liz Cooke (illness), Tony Johnson (work)	
2.0	To Record any Declarations of Interest and Requests for Dispensations None	
3.0	To approve the Minutes of the Previous Parish Council Meeting Minutes from 3.3.16 meeting were agreed to be true and accurate and were approved and signed by the chair.	
4.0	To Receive Brief Report from Ward Councillor Tony Johnson No report available.	
5.0	Open Forum for Local Residents to Raise Matters Relevant to the Parish Council	
	a) Parish Hall: is available on the 12 th June for any Queen's birthday celebrations.	
	b) Streetlights might not be the right colour for a conservation area. Clerk to ask Balfour Beatty for guidance.	Clerk
	c) Buchanan Trust Clerk has contacted Peter Marsham, Buchanan Trust Committee, for an update due to concerns over notice given to leaseholders. Peter Marsham is awaiting an update from the Charity Commission in a few weeks. If no update forthcoming, Clerk to contact Buchanan Trust secretary via Tony Johnson or property services.	Clerk
6.0	Correspondence / Discussion / Governance	
	a) Update re planning App 160450 "21 houses to the East of Brook Lane, Bosbury" PW updated the meeting. 40 objections and zero support submitted. Decision date is 16.5.16 via delegated powers not planning committee.	
	b) To Receive Report from Neighbourhood Plan Steering Group PW updated the meeting in the absence of MH: Hfds Council have agreed to accept the environmental survey in a different format and significantly cheaper (other Parish Councils are doing the same). Moved onto Stage 16.	
	c) To discuss Defibrillator for Bosbury Village JBa updated the meeting: Electrical installation of the defibrillator being planned. Awareness session by Community Heartbeat Trust is at 7.30pm on 16.6.16. JBa is putting up posters etc. and Ledbury Reporter community news. Clerk to update insurance with defibrillator.	Cllr Baker Clerk
	d) To discuss Website going forwards The website has been off line as the hosting company did not renew the domain name - now rectified. Discussion re the costs of maintaining the website at the current level will exceed budget available. Cheaper alternative is needed. Clerk advised that the website administrator had been supportive and understanding of the financial constraints. Clerk to propose an alternative at the 19.5.16 meeting, with guidance from HALC.	Clerk
	e) To agree the appointment of internal auditor – Philip Brough The clerk had advertised for an auditor and Philip Brough, a retired chartered banker from Old Colwall, has offered to help on a voluntary basis. Philip's offer is gratefully accepted. Proposed SB/Seconded PW/all agreed.	
	f) To agree a temporary increase in clerk's workload The chair requested a temporary increase in the clerk's hours due to end of year, audit, website research, standing orders update, etc. Meeting agreed this was acceptable. Proposed JTT/seconded JH/all agreed	

	<p>g) To agree new membership of HALC The chair advised the meeting that the clerk had requested re-newed annual membership of HALC to give access to advice, local training and governance. Proposed PW/Seconded SB/all agreed. Membership of SLLC also in place and clerk to access as required.</p>											
7.0	<p>Highways / Footpaths / Lengthsman a) To update from last meeting actions</p>											
	<p>i) The Primary School head had made a plea for safe driving in the school newsletter.</p>											
	<p>ii) Mowing Traffic Calming at Cradley End of Village Balfour Beatty had responded that they could mow twice a year but would not achieve the manicured look. Lengthsman Seabright has been mowing. JJT to confirm the lengthsman is happy with the health and safety issues of mowing close to the road on a narrow verge.</p>	JJT										
	<p>iii) To Update re possibility of a lorry weight ban towards Cradley JJT updated the meeting: The advice from Hfcs Council is this would be very difficult to implement and even harder to enforce. Any interested parties need to submit evidence of numbers, weights, speeds etc.</p>											
	<p>iv) Lengthsman Update HGV signs have been cleaned in Coddington; mowing has commenced, many road signs have been cleaned.</p>											
	<p>v) Balfour Beatty All items from the last meeting have been logged with Balfour Beatty by the clerk. The clerk met with Neil James, Balfour Beatty locality officer, for 2 hours on 18.4.16 and worked through all of the 35 items on the Programme of Work Requests. Clerk to update the Programme and issue.</p>											
	<p>b) To discuss any new highway or footpath issues None raised</p>											
	<p>c) Lengthsman / P3 – to receive any suggestions of work The clerk advised the meeting that the lengthsman grant could be spent more efficiently with forward planning. Clerk suggested a review of the work that is permitted under the grant, and the work that needs doing in the parish, and schedule through the year to ensure the grant is spent efficiently. Important to ensure that all of the parish lengthsman work is up to date by the end of the financial year in light of the reducing lengthsman grants. Working party of PW/JJT/JH to propose a way forward.</p>	PW/JJT/JH										
8.0	<p>Finance: a) To agree Finance Report and Note Bank Balances The finance report was agreed. Proposed PW/seconded SB/all agreed. Bank balances as at 6.4.16 were current account £12910.60 and business reserve £5005.63.</p>											
	<p>b) To Agree Payments of outstanding accounts as per finance report: The following were all Agreed:</p>											
	<table border="1"> <tr> <td>659 G Day - Lengthsman £1968.00</td> <td>664 Expenses – stationery/cartridges/meeting recorder £118.50</td> </tr> <tr> <td>660 Ed Seabright – Lengthsman – £80</td> <td>665 Clerk Salary & Induction – Feb – Mar £494.52</td> </tr> <tr> <td>661 F&M Consultants – Website updates Feb & March £150</td> <td>666 Ed Seabright – Lengthsman - £190</td> </tr> <tr> <td>662 Bosbury Educational Fund (Old Boys school hire) £10.00</td> <td>667 HALC membership £547.26</td> </tr> <tr> <td>663 All Saints Coddington – church hire £20.00</td> <td></td> </tr> </table>	659 G Day - Lengthsman £1968.00	664 Expenses – stationery/cartridges/meeting recorder £118.50	660 Ed Seabright – Lengthsman – £80	665 Clerk Salary & Induction – Feb – Mar £494.52	661 F&M Consultants – Website updates Feb & March £150	666 Ed Seabright – Lengthsman - £190	662 Bosbury Educational Fund (Old Boys school hire) £10.00	667 HALC membership £547.26	663 All Saints Coddington – church hire £20.00		
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9.0	<p>Training / Meetings a) Receive report from 2.4.16 meeting with Coddington Court (Adhithana) representatives Parishioners had voiced concerns that the Adhithana retreatants were causing a negative impact on the community by walking in roads and around the village and not respecting village resident’s privacy. A meeting was held at Coddington Court with SB/JBo/CF and Simon, the representative from Adhithana. RL (on behalf of Adhithana) updated the meeting that Adhithana are taking feedback seriously and are taking actions to address the issues. They are sorry that it had to reach a pitch before it was brought to attention. They apologise for any lack of imagination or communication that could have helped avoid this situation. Since the meeting they have:</p> <ul style="list-style-type: none"> • Arranged with Peter Blandford, neighbour, to use the edge of his field to that people can access Oyster Hill along the field (and not use the road – apart from a very short distance). He has also given access to another field along with his orchard. This will significantly reduce pedestrian road traffic. • Being scrupulous in educating our guests how to walk on country roads – pointing out the dangers and impacts – and asking them to walk mainly in the grounds. • Bought more wellington boots for guests to borrow to make it easier to walk in the fields. • Starting plans to landscape the grounds, make it less boggy and to create more walkways, ponds, seating areas. • Named a Coddington Court Liaison person who can be contacted for issues arising with neighbours. <p>RL re-iterated a previous offer that the space and facilities are available for a fundraising dinner which this year will be for the poetry festival.</p>	Clerk										

	b) To note dates of meetings/courses and decide attendees None	
	c) Report from any meeting attended SB read out James Boyce's report from the Heritage Access Group held on 18.4.16. Clerk to circulate report.	Clerk
10.0	To Note & Review the Information & Outstanding Actions Sheet (attached) Noted and reviewed	
11.0	To note Date and Time of next scheduled meeting 19 th May 2016 Annual Parish Meeting and 26 th May 2016 Annual Parish Council Meeting (AGM).	
12.0	To Raise Items for the Annual Parish Meeting 19.5.16 Poking Around Bosbury – Barry Sharples Chairman's Report – SB Bosbury Developments – PW Neighbourhood Devp Plan – MH Website Going Forwards – Clerk Defibrillator – Jba Traffic Calming Resume – JJT Adhithana Update – RL Lengthsman Summary – SB Flood Prevention - JJT	Cllrs SB PW MH JBa JJT RL Clerk
	The Chairman declared the meeting closed at 21.16pm	
13.0	Planning Committee	
	Present: Councillors Patrick Whitehead (Chairman), Sven Bosley, Gian Paganuzzi. Apologies: Julia Boyle (family) In attendance: Leanne Rex – Parish Clerk Public: 0	
	a) To Record any Declarations of Interest and Requests for Dispensations 160762 – Land adjoining Oak Inn Staplow – GC Paganuzzi – customer, non pecuniary 160762 – Land adjoining The Oak Inn, Staplow – P Whitehead – customer, non pecuniary	
	b) To approve the Minutes of the Planning Meeting Minutes from 22.3.16 meeting were agreed to be true and accurate and were approved and signed by the chair.	
	c) To Consider any New Planning Applications Received:	
	160762 – Land adjoining Oak Inn, Staplow. HR8 1NP: Proposed new access and repositioning of roadside hedge. The Parish Council does not support this application as the proposed access is too high a safety risk.	
	160972 – Woofields Farm, Coddington. HR8 1JJ : Steel framed agricultural building The Parish Council support this application but the applicant be conditioned to fund additional 'Safe Route HGV signage' due to sat nav taking HGVs through Coddington village centre which is a route unsuitable for HGVs.	
	d) To note Planning Record (attached) and Decisions of Herefordshire Council:	
	Planning Committee closed at 21.38	
	Signed..... Dated	
	Chairman	

Information Sheet for 20.4.16 meeting

Update from Parish Clerk

- I advertised for Quotes for the 2016/17 Lengthsman work. 1 received, discussions with 2 other interested parties
- I advertised for anyone who can help with the Internal Audit : Philip Brough, a retired Chartered Banker from Old Colwall has offered on a voluntary basis
- I have separated the PC action log from the many Balfour Beatty actions, now 2 separate logs:
 - Outstanding PC actions (below)
 - Programme of Balfour Beatty Work Requests – separate document
- I am chasing Balfour Beatty for a response to the many Work Requests/highway/foopath issues
- I have cleared down the Planning record for the start of new year and rationalised to display previous quarter.
- Janet Chester was unable to transfer the PAYE to myself, therefore PAYE end of year completed by Janet
- I am assessing financially viable options to host/maintain the website going forwards (with Emma Ferrier's understanding and support)
- My review of the PC's standing orders shows they need updating and making relevant for the PC (e.g. clarity needed on the Planning Sub Committee etc, much clearer financial regulations). Standing orders will be reviewed and updated in May.
- I am closing down 2015/2016 Lengthsman/P3 process with H Council and claiming payments for final invoices and setting up for 2016/2017. Payment also successfully claimed for a lengthsman invoice missed in April 2015 for £370. A good result!
- Website updated with agenda/minutes/requests for audit help/requests for lengthsman quotes

Outstanding Actions

These are the consolidated outstanding actions (excluding highways and footpaths) after the last meeting 3.3.16

Date	Min	Action	Status	Comments
Oct 15	8a	M Hosking		Draft a public statement re NDP / Core Strategy issue for residents
Feb 16	8c	NDP		Apply for NDP grants
Feb 16	8d	J Baker / Clerk		Arrange defib training session. Advise insurance company, arrange payment terms
Feb 16	8e	All Cllrs		Approach organisations re website articles and funding Send Clerk – photo and brief autobiography
Mar 16	6e	Clerk	Ongoing	Update on Buchanan Trust: Email sent to Peter Marsham. Response received 16.4.16 that he is waiting to clarify some points with the charity commission and hoped for a response in approx 3 weeks.

Highways and Footpath Issues Log with Balfour Beatty

Please see separate document

Planning Application Log (last quarter displayed)

Date	App No.	Description	PC Comment	HC Decision
4.2.16	160250	Shirkway Cottage, Munsley, Ledbury, HR8 2SJ Proposed conversion of external store room to additional accomm/annexe to existing dwelling	Support	Refusal
22.2.16	160450	Land to the East of Brook Lane, North of B4220, Bosbury, Hereford. Proposed residential development for up to 21 dwellings (of which 8 will be affordable)	Object	
8.3.16	160636/1 60637	Lower Shinscroft, Bosbury, Ledbury. HR8 1QD Listed Building Consent / Proposed alterations and extension.	Support	Granted
9.3.16	160704	The Cross, Bosbury, Ledbury. HR8 1PX Fell two Silver Birch Trees	Support	Allowed
22.3.16	160762	Land adjoining Oak Inn, Staplow, Ledbury. HR8 1NP Proposed new access and repositioning of roadside hedge.	Not support – access safety risk	
7.4.16	160972	Woodfields Farm, Coddington, Ledbury. HR8 1JJ Steel framed agricultural building.	Support – provisio re Safe HGV route signage	

Leanne Rex

Clerk to the Parish Council

27.4.16