



Parish Clerk: Janet Chester
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**Minutes of the Parish Council meeting held on Thursday 5th November 2015
 at Bosbury Village Hall at 7.30pm**

Present

Councillors S Bosley (Chairman), M Andrews, Mrs J Baker, Mrs J Boyle, J Hayes, J Joyce-Townsend, R Lovering, T Newsholme, GC Paganuzzi and P Whitehead

In attendance

J Chester – Parish Clerk

Public: 5

ITEM	MINUTE	ACTION									
1.0	To Accept Apologies for Absence and Note the Reason Apologies were received from Councillor(s) Matt Hosking (abroad)										
2.0	To Record any Declarations of Interest and Requests for Dispensations <table border="1"> <thead> <tr> <th>Councillor Name</th> <th>Agenda Item</th> <th>Interest Declared</th> </tr> </thead> <tbody> <tr> <td>Cllr P Whitehead</td> <td>14a 15262 Broadcroft - planning application</td> <td>Other – neighbour</td> </tr> <tr> <td>Cllr J Boyle</td> <td>14a 152853 Woofields – planning application</td> <td>Other – neighbour</td> </tr> </tbody> </table>	Councillor Name	Agenda Item	Interest Declared	Cllr P Whitehead	14a 15262 Broadcroft - planning application	Other – neighbour	Cllr J Boyle	14a 152853 Woofields – planning application	Other – neighbour	
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Cllr J Boyle	14a 152853 Woofields – planning application	Other – neighbour									
3.0	To approve the Minutes of the Previous Parish Council Meeting The amended minutes of the September meeting and the October meeting minutes were agreed to be a true and accurate record and were approved and duly signed by the chairman.										
4.0	To Receive Brief Report from Ward Councillor Tony Johnson Ward Cllr Johnson had not sent his apologies and had not sent a report.										
5.0	Open Forum for Local Residents to Raise Matters Relevant to the Parish Council Road grips from the village to Cottons Corner and the parish boundary have started to be cleared. The drains needing clearing have been physically shown to the Locality Steward. The road sweeper has been requested through the village and the clerk has asked that the parish council are notified when it is coming to enable flyers to be put on cars advising. Verge markers by Cottons Corner were damaged by the highways contractor and need replacing. The pavements through the village need clearing of weeds. The traffic calming area at the Cradley end of the village needs tidying. The clerk is to investigate the possibility of street lighting between the village hall and school within the 30mph zone bearing in mind that it is in the conservation area. RESOLVED	Clerk									
6.0	To Receive Update on Planning Appeals 143370 “Beanfield” – the planning appeal was dismissed. The appeal decision notices for both 143370 and 141550 are to be kept on parish council records for future reference. 150491 – The Bee House & The Hive, Nashend House, Bosbury – appeal date is 17 th November The chairman thanked all those involved for their hard work. A letter of thanks is to be sent to Rob Eaton by the clerk. RESOLVED	Clerk									

7.0	<p>Correspondence / Discussion / Governance</p> <p>a) To Receive Report from Neighbourhood Plan Steering Group</p> <p>Herefordshire Council have adopted the Core Strategy. The NDP currently at regulation 16 was compliant with the Core Strategy at the time it was submitted. However modifications since made to Herefordshire Council's Core Strategy now make Bosbury's NDP at odds with the adopted Core Strategy and in its current form would be turned down by the inspector. Further meetings will be held to correct the anomalies and the plan resubmitted. RESOLVED</p> <p>b) To receive update on Herefordshire Council's Core Strategy</p> <p>Herefordshire Council adopted the Core Strategy on 16th October. 29 Conservatives voted for, no votes were cast against and there were 16 abstentions – 12 Labour, 3 Independent and 1 It's Our County.</p> <p>c) To discuss Request to Appoint Member of Parish Council onto Bosbury Parish Hall Committee</p> <p>The chairman had approached Liz Cooke from Bosbury hall committee to see if she was interested in becoming a parish councillor. She has agreed and the parish council are minded to co-opt her at the December meeting.</p> <p>d) To discuss Defibrillator for Bosbury Village</p> <p>Cllr Baker has spoken to BT who would be happy for the kiosk to be adopted for £1 and the telephone equipment removed, although the electricity and light would still be supplied. The British Heart Foundation would part fund a defibrillator. Community Heartbeat is another option. They do not give funding but do lease the equipment, replace the consumables, give annual service checks and give more help. The parish council would need to provide insurance. 5 year costs are around £2100. Possible locations were suggested, with the parish hall being the most suitable. Cllr Baker will arrange a meeting with a defibrillator expert to discuss the best options. RESOLVED</p> <p>e) To Agree Contract for Website Administrator</p> <p>The clerk has sent an email advising that the existing quote costs have been agreed and that the position will be reviewed in May each year, a quote for ongoing monthly charges of £100 was received. Other organisations are to be approached for articles and sponsorship. The website has been down whilst undergoing updates and re-organisation but should be live again within a week. RESOLVED</p> <p>f) To discuss membership of HALC</p> <p>The fees for HALC membership were felt to be high for the service given. The fees for 2016/17 have not yet been advised. The parish council will consider ceasing membership further at the December meeting when these fees should be known. RESOLVED</p>	<p>NDP</p> <p>ALL</p> <p>J Baker</p> <p>JH / J Boyle / Clerk</p> <p>Clerk</p>
8.0	<p>Highways / Footpaths</p> <p>a) To discuss any new highway or footpath issues</p> <p>The chairman asked that a letter be sent to Bosbury Cubs thanking them for sweeping around the footpaths and graveyard. The lengthsman is to be asked to trim around the planters. The clerk was asked to chase up the repair to the foot bridge at Swinmoor. Cllr Joyce-Townsend has responded to enquiries from four parish councils' of Herefordshire about the traffic calming scheme.</p> <p>b) To discuss Lengthsman Contracts and Annual Plan of Works</p> <p>The clerk has received the formal lengthsman annual plan of works contract from Balfour Beatty. These will be signed and forwarded to both Herefordshire Council and the lengthsman. Balfour Beatty have asked for winter self- help salt stocks to be advised and replenished if necessary. Cllr Bosley will check and advise the clerk. RESOLVED</p> <p>c) To consider hiring a Speed Indicator Device (SID) without data being made available</p> <p>Cllr Joyce-Townsend proposed that the parish council hire SID's without receiving any data collected as they prove to be a factor in slowing vehicles down when in situ. It was suggested that one unit</p>	<p>Clerk</p> <p>Clerk</p> <p>JJT / Clerk</p>

	<p>could be hired for a month and placed for a fortnight at each end of the village. The clerk is to find out charges. RESOLVED</p> <p>d) To discuss road signs in the parishes</p> <p>The Bosbury to Colwall road has seen an increase in both vehicle numbers and the speed of vehicles. After a recent accident on a blind bend at Slatchwood it was decided to ask if road signs could be put up advising of dangerous bend. Another suggestion was to install kerbstones to help prevent vehicles falling into the ditch. Signs for Brook Lane are also to be chased. The clerk and Cllr Joyce-Townsend will pursue. RESOLVED</p> <p>e) To discuss outstanding Flood Alleviation measures downstream of the Leadon bridge and agree the scope of work to be undertaken</p> <p>Work has taken place to remove tree stumps and debris and there is now 300mm clearance above the water to the pipe. Sandbag stocks are to be checked and replenished if necessary.</p> <p>f) To receive suggestions of work for the lengthsman</p> <p>A ditch between The Merrings drive and opposite Stanley House needs digging out to allow water to flow. A ditch in Brook Lane needs clearing after the hedge has been trimmed. Road signs need cleaning, suggestion that done a few at a time in rotation when in area. Woodland opposite The Woodings towards The Willows needs trimming back as it is encroaching onto the highway. RESOLVED</p>	<p>JJT / Clerk</p> <p>SB / Clerk</p> <p>SB / Clerk</p>
9.0	<p>Finance:</p> <p>a) To agree Finance Report and Note Bank Balances</p> <p>The finance report was AGREED. Bank balances as at 6th October 2015 were current account £12749.30 and business reserve £5004.62 NOTED.</p> <p>b) To agree payments of outstanding accounts as per the finance report</p> <p>000648: J Chester – clerk salary and expenses Oct – £231.94 Direct Debit – Public Works Loan Board – repayment - £452.22 Direct Debit – Information Commissioners Office – Data Protection Annual Fee - £35.00</p> <p>RESOLVED</p> <p>c) To discuss budget and 2016/17 Precept requirement</p> <p>The clerk had prepared a draft budget for the next five years which was discussed. The required parish precept for 2016/17 needs to be advised to Herefordshire Council in December. Some further details are awaited on the lengthsman/footpaths grant scheme, election costs and the HALC annual subscription, but after discussion it was proposed that the precept remain at £10k. This will be publicised to give parishioners the opportunity to comment before a final decision is made at the December meeting.</p>	<p>Clerk</p>
10.0	<p>Training / Meetings</p> <p>a) To note dates of meetings/courses and decide attendees</p> <p>HALC Wise Owl training programme – noted HALC EA meeting – Thursday 12th November, Bosbury Parish Hall 7.30pm HALC AGM – Saturday 21st November at Hereford Blind College Balfour Beatty Parish Briefing new date TBA (Tues 27th/Thurs 29th October postponed) Thorn Offices Rotherwas 7pm-8.30pm</p> <p>b) Report from any meeting attended</p> <p>None</p>	<p>PW</p>
11.0	<p>To Note & Review the Information & Outstanding Actions Sheet (attached)</p> <p>Noted and reviewed RESOLVED</p>	
12.0	<p>To Raise Items for next scheduled Parish Council Meeting (no discussion)</p>	

	<ul style="list-style-type: none"> • 2016/17 Precept • Councillor Vacancies • NDP update • HALC membership • Defibrillator • SID's • Website Administration • Meetings Venue 	Clerk
13.0	<p>To note Date and Time of next scheduled meeting</p> <p>Thursday 3rd December 2015 at 7.30pm at Bosbury Parish Hall</p> <p>Councillors not members of the planning committee left the meeting at 21.23pm</p>	All
14.0	<p>Planning (planning committee – PW,SB, J Boyle, GCP) :</p> <p>a) To Consider any New Planning Applications Received:</p> <p>152853 – Woofields Farm, Coddington, HR8 1JJ Proposed agricultural building PC Comment: The Parish Council support this application</p> <p>152762 – Broadcroft, Bosbury, HR8 1QL Proposed upgrade and remodel Broadcroft Cottage including single storey rear extension. Proposal to convert, enlarge and upgrade the Hop Barn, Loft and Barn. Demolition of existing storage shed and erection of garage, including associated landscaping works PC Comment: The Parish Council support this application</p> <p>152885 – Raycombe House, Raycombe Lane, Coddington, HR8 1JH Proposed existing enclosed porch replaced with a larger conservatory. Carport built over part of drive (retrospective) PC Comment: The Parish Council support this application</p> <p>152967 – Steel framed barn, Hill House Farm, Bosbury (PRIOR APPROVAL – ADVICE ONLY) Prior Approval application for a proposed change of use of an agricultural building to a dwellinghouse (use Class C3) - under Part 3 Class Q (a) only</p> <p>b) To note Planning Record (attached) and Decisions of Herefordshire Council</p> <p>Noted</p>	Clerk
	<p>The Chairman declared the meeting closed at 21.45pm</p> <p>Signed..... Dated</p> <p>Chairman</p>	

INFORMATION SHEET FOR NOV 2015 MEETING

PARISH CLERK UPDATE

- Request for required highway works sent to Balfour Beatty
- Website updated with agenda/minutes
- Website pages added to meet new transparency legal guidelines
- Monthly RTI/PAYE reported
- CILCA portfolio started
- Coddington Lorry Danger pursued on behalf of resident

CORRESPONDENCE RECEIVED

- HALC – Information Corner and Wise Owl training diary *
 - HALC _ Eastern Area meeting 12th Nov *
 - Balfour Beatty – Weekly Locality briefings *
 - Balfour Beatty – Resurfacing Programme of works*
 - Balfour Beatty – Parish Newsletter October 2015 *
 - Balfour Beatty – Invitation to Parish Briefings 27/29 Oct *
 - Herefordshire Council – Neighbourhood Planning Submission & Examination Training 18 Nov *
 - Herefordshire Council – Adoption of Core Strategy *
 - Herefordshire Council – Hfds Tree Warden Network *
 - A Bush, Herefordshire Council – Helping Hfds businesses prepare for any disaster *
 - A Bush, Herefordshire Council – Public Transport & Bus Routes Information *
 - Aldi – proposed new supermarket in Ledbury *
 - Malvern Hills AONB – ebulletin Oct *
- * circulated to councillors

OUTSTANDING ACTIONS

These are the consolidated actions outstanding after the last meeting held 1st October 2015:

Date	Minute	Action	Status	Comments
		Clerk	Ongoing	Rosemount – owner to repair roof. NB 28/3/13 representative of council decided no immediate threat. 11002417 (Nov 2013) Passed to Building Control
Apr 2015	4	A Johnson		Enquire why SID data no longer available
June 2015		clerk	reported	Pavement opp Morton Cottages tree roots breaking surface and blocking drain CAS-514818-N2P4B0 Chevron sign at Temple Court B4220 CAS-514822-C1Q9K4 Kerbstones on C1152 between Gt Catley & Little Catley CAS-514832-H2V0M6 Broken salt bin at Harbour Hill CAS-514838-C2Q6Q7 Visibility railings at Cottons Corner CAS-514840-C1Y4N3 Blocked drain at Salt Box Cottage C1152 CAS- 514847-B5B9Q7 Blocked drain The Cross Coddington CAS-514866-W4S3W7 Tree roots blocking drain by The Slatch Coddington CAS-514868-V5W3C6
June 2015	8c	Cllr Baker	Complete	To liaise with Mat Twigg and pursue defibrillator for Bosbury village
June 2015	10b	Cllrs Bosley & Hayes		Speak to Stanley House re lights
June 2015	11f	Cllr Boyle		To forward “pinch points” for verge trimming in Coddington to clerk
July 2015	10c	clerk	reported	Head wall on culvert between The Slatch and Townend Farm need replacing CAS-528674-L0F6N0
July 2015		clerk	complete	Check parish councils media policy
Aug 2015	6	All Cllrs		Spread the word that parish council has councillor vacancies
Aug 2015	8c	All cllrs		Put together biography for website
Aug 2015	9a	J Boyce / clerk	ongoing	List of blocked footpaths needing enforcement to be sent to Hfd Council
Sept 2015	5	clerk		Report blocked drains between Temple Court & Cottons Corner CAS-537977-X0Y2V0 Grips need reinstating between Cottons Corner & The Farm and Cold Green Farm CAS-537978-Q4Z4K1
Sept 2015	7	clerk	Ongoing	Draw up contract for website administrator
Sept 2015	8c	Cllr Joyce-Townsend		Investigate options for green space grant
Sept 2015	8d	clerk	Complete	Write letter to Community Action Ledbury
Sept 2015	8e	clerk	Complete	Advise Hfd Council and HALC that PC wish to discuss Governance review further
Sept 2015	9b	Cllr Joyce-Townsend		Contact Eardisley PC re SID
Sept 2015	10c	ALL Cllrs		Review 2016-17 precept and bring comments/suggestions to Oct meeting
Oct 2015	3	clerk	Complete	Amend Sept minutes
Oct 2015	4	clerk	Complete	Advise Hfd Council of T Newsholme co-option
Oct 2015	6	Clerk Clerk	Requested Reported	Request road sweeper for village and ask to be advised of date prior to sweeping Damaged verge markers between Temple Court & Cottons Corner need replacing CAS-537978-Q4Z4K1
		Clerk Cllr Hosking	Reported	Road Grips from The Farm to parish boundary need clearing CAS-537976-G7B2J5 Inspect top rail of gate to burial ground
Oct 2015	8a	Cllr Hosking		Draft a public statement re NDP / Core Strategy issue for residents
Oct 2015	8d	Cllr Bosley		Approach hall committee member for co-option onto parish council
Oct 2015	8f	clerk	Complete	Obtain quote for monthly charge from website administrator
Oct 2015	9a	clerk	Reported	Report diseased ash tree on footpath by hall CAS-539560-G7S7G7
Oct 2015	9b	clerk	Complete	Ask lengthsman to clear away grass cuttings when mowing

PLANNING RECORD

Date	Application Number	Application Description (Full Details)	PC Comment	Hfd Decision
10.10.14	P143015/FH	New Vicarage, Aylescroft, Bosbury, HR8 1QA Proposed single storey extension	PC support ensure materials used are in keeping with existing	GRANTED 7.1.15
19.11.14	P143300/F	1 Shilo Cottages, Heywood Lane, Munsley, HR8 2SL Proposed two storey side extension. Change of use of part agricultural land to domestic amenity space	PC support this application	GRANTED 20.1.15
25.11.14	P143370/O	Land to the East of Brook Lane, North of B4220 Bosbury Proposed residential development of up to 37 dwellings of which 13 (35%) will be affordable	PC object to this application	REFUSED 16.3.15
26.11.14	P141398/F & P141399/L	The Bell Inn, Bosbury, HR8 1PX retrospective application for external covered area (70m2) to yard at rear of public house	PC support this application	GRANTED 2.3.15
25.11.14	P143508/FH & P143510/L	Palace Farm, Bosbury, HR8 1JX Proposed conversion of barn to become an annexe to be used as part of the existing household	PC support this application	GRANTED 19.1.15
3.1.15	P143625/L	1 & 2 The Cross, Bosbury, HR8 1PR Proposed partial replacement and repair of existing windows	PC support this application	GRANTED 8.5.15
29.1.15	P150160/FH & P150161/L	The Woodings, Bosbury, HR8 1JX Proposed erection of a replacement garage/outbuilding with store over (demolition of existing garage/outbuilding, Erection of a replacement stable block/barn (demolition of existing former pig unit/domestic outbuilding stable and lean-to.	PC support this application	GRANTED 17.3.15
4.2.15	P150292/FH	Gold Field House, Coddington, HR8 1JL Proposed garden office	PC support this application must remain as office	GRANTED 25.3.15
24.2.15	P150480	Haycroft, Bosbury, HR8 1QD Proposed demolition of an existing outbuilding and its replacement for auxillary accommodation for the existing dwelling	PC support this application	GRANTED 7.4.15
24.2.15	150491	The Bee House & The Hive, Nashend House Bosbury HR8 1JU Removal of condition 3 & 4 of planning permission DCNE2003/2257/F as amended by appeal decision APP/W1850/A/08/2077264	PC object to this application	REFUSED 9.4.15
11.3.15	150684	The Hop Drier, Slatch Farm, Coddington, HR8 1JS Proposed change of use of agricultural building to a dwelling house	Prior Approval determination so no PC response req	REFUSED 21.4.15
30.3.15	150772	The Cottage, Bosbury, Ledbury, HR8 1QW Proposed upgrade and link extension to dwelling	PC support this application	REFUSED 11.5.15
30.3.15	150802	Bentleys Rickyard, Bosbury, Ledbury, HR8 1QD Proposed replacement of existing Dutch barn and lean-to building with new steel framed agricultural building	PC support this application	GRANTED 7.5.15
13.4.15	141550 APPEAL APP/W1850/W/15/3002571	Land West of Upper Court Road, Bosbury from Upper Court Road, with open space, parking and associated infrastructure		APPEAL REFUSED 26.8.15
14.5.15	151404	The Hop Drier, Coddington, HR8 1JS Proposed change of use of agricultural building to a dwelling house	Prior Approval determination so no PC response req	PRIOR APPROVAL GIVEN 11.6.15
2.6.15	151479	Plum Barn at Slatch Farm, Coddington, HR8 Construction of new building to be used as a studio for elementary bee keeping courses	PC support this app with comments	GRANTED 8.7.15
7.5.15	151302	Mayfield Farm Barn, Coddington, HR8 1JL Change of use of agricultural building to dwelling house	Prior Approval determination so no PC response req	PRIOR APPROVAL REFUSED 19.6.15

22.6.15	151724	Agricultural building and land at Leadon Dale Brook Lane, Bosbury HR8 1QD Proposed conversion of an existing agricultural building to one residential dwelling house	Prior Approval determination so no PC response req	PRIOR APPROVAL GRANTED 6.8.15
26.6.15	151882	Old Court Farm, Bosbury, HR8 1QT Work to Willow Trees	PC support this application	work can proceed 1.7.15
28.7.15	151347	Land at Woodlow Farm, Bosbury, HR8 1QG Proposed construction of 1no two storey holiday let and garage	PC support this application in principle	
24.7.15	143370 APPEAL APP/W1850/W/15/3053084	Land to the East of Brook Lane, North of B4220 Bosbury Proposed residential development of up to 37 dwellings of which 13 (35%) will be affordable	further letter drafted and sent	APPEAL REFUSED 13.10.15
29.7.15	150491 APPEAL APP/W1850/W/15/3078178	The Bee House & The Hive, Nashend House Bosbury HR8 1JU Removal of condition 3 & 4 of planning permission DCNE2003/2257/F as amended by appeal decision APP/W1850/A/08/2077264	previous PC comments still valid no further comment to be made appeal date 17 Nov 10am Town Hall Hereford	
25.8.15	152486	10 Morton Cottages, Bosbury, HR8 1PT Proposed works to trees	PC support this application	work can proceed
3.9.15	152431 & 152432	The Lookout, Raycomb Lane, Coddington, HR8 1JH Proposed new extension to existing building Proposed new garage block and ancillary accommodation	PC object to 152431 - the garage block PC support 152432 - new extension	
9.10.15	152853	Woofields Farm, Coddington, HR8 1JJ Proposed agricultural building	PC support this application	
12.10.15	152762	Broadcroft, Bosbury, Ledbury, HR8 1QL Proposed upgrade and remodel Broadcroft Cottage including single storey rear extension. Proposal to convert, enlarge and upgrade the Hop Barn, Loft and Barn. Demolition of existing storage shed and erection of garage, including associated landscaping works	PC support this application	
14.10.15	152967	Steel Framed Barn, Hill House Farm, Bosbury, HR8 Prior Approval application for a proposed change of use of an agricultural building to a dwellinghouse (use Class C3) - under Part 3 Class Q (a) only	**ADVICE ONLY **	
15.10.15	152885	Raycombe House, Raycombe Lane, Coddington, HR8 1JH Proposed existing enclosed porch replaced with a larger conservatory. Carport built over part of drive (retrospective)	PC support the application but are disappointed that it is retrospective	

REPORTS FROM MEETINGS ATTENDED