



Parish Clerk: Leanne Rex, Mistletoe Cottage,
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**Councillors are summoned to attend a meeting of the Parish Council
At: Coddington Church on Thursday 8th September 2016 at 7.30pm**

Agenda

1.	To Accept any Apologies for Absence and Note the Reason	
2.	To Record any Declarations of Interest and Requests for Dispensations	
3.	Approval of Minutes of the Annual Parish Council Meeting held on 7.7.16 (previously circulated)	
4.	To receive update from Peter Buchanan and Andrew Bower from the Buchanan Trust	
4.	To Receive Brief Report from Ward Councillor Tony Johnson	TW
5.	Public Participation Session for Local Residents to raise matters relevant to the Parish Council <i>Note: Decisions cannot be made on items not on the agenda. This item is limited at the Chair's discretion.</i>	
6.	Correspondence / Discussion / Governance:	
6.1	Update re Forge Bank amenity area	Clerk
6.2	To discuss and agree our response to the Hfds. Council Consultation on Funding for local subsidised bus services	JJT
6.3	Update re Neighbourhood Development Plan	MH
6.4	Update re website grant and plan of action	Clerk
7.	Highways/Footpaths/Lengthsman:	
	Review Highways / Footpaths Log document for update on individual items including:	
7.1	Update re Flooding by Church Lych Gate	
7.2	Update re over hanging trees by Bridge House footpath	
7.3	Update re overhanging trees opposite Woodmans on Buchanan Trust property	
7.4	Update from the Lengthsman working party and to receive any suggestions of works	
7.5	To discuss any new highway or footpath issues	
8.	Finance	
8.1	To Agree Finance Report & note Bank Balances	
8.2	To Agree Payments of outstanding accounts as per finance report:	
	674 Clerk's salary May & June £361.35	675 Clerk's salary July & August £498.43
	676 Seabright Solutions £635	677 Data protection renewal £35.00 (direct debit)
8.3	To receive update re Hfds Council 2017/18 budget consultation held on 28.7.16, attended by PW	PW
8.4	To Agree Parish Council precept request for year end 31.3.18	
9.	Training / Meetings:	
9.1	To note dates and decide attendees of meetings / training courses	
9.2	To receive Reports from any meetings attended	
10.	To note and review the Information & Outstanding Actions Sheet (attached)	
11.	To note Date and time of Next Scheduled Meeting 6 th October, 2016 , 7.30pm at Coddington Church	
12.	To raise items for the next scheduled Parish Council Meeting (no discussion) Co-option/Risk Management policies deferred to Oct mtg;	

Signed: **Leanne Rex** (Clerk to the Parish Council)

Dated: 30.8.16

The press and public are cordially invited to attend the meeting

Information Sheet for 8.9.16 meeting

Update from Parish Clerk

- Met with Neil James, locality officer, to work through each of the highways/footpath issues to make progress and gather updates.
- I have responded to queries regarding fixed assets and PWB loan from the external auditors Grant Thornton.
- The application for a grant to fund the transfer of the website to a cheaper solution and for the 1st years maintenance has been approved and I have made contact with Eyelid Productions (website company) to schedule the work and my training.
- I have made contact with the Buchanan trust and Peter Buchanan is attending the September meeting.
- I have liaised with the Land Registry regarding the land at Forge Bank which the Parish Council were trying to register. The application has been rejected as incorrect and insufficient documents and information was submitted. I have now submitted a land search and located the original deeds at Masefield solicitors. The application to register the land can then be submitted.
- I have contacted RLB lawyers who are the Church Commissioners representatives to start enquiries regarding the play area covenant on the Forge Bank land and whether there is a possibility this could be removed.

Outstanding Actions

These are the consolidated outstanding actions (excluding highways and footpaths) after the last meeting 7.7.16

Date	Min	Action	Status	Comments
Feb 16	8e	RL, MA, TN, GP, MH, CF		Send Clerk brief autobiography for website before 7.7.16
July 16	6.2	Clerk	Complete	Note of thanks and update re defibrillator to go in church magazine. 29/8: Clerk requested – should be in October edition.
July 16	7.1	Clerk	Complete	Flooding by Church Lych Gate: Chase up freedom of information request. 29/8: subsequent to July mtg and in light of positive response re work from Cllr Rone agreed to drop freedom of information request. See Highways log for further updates.
July 16	7.2	Clerk		Bridge House footpath overhanging trees: See Highways log for updates
July 16	7.4	LWP		Update from Lengthsman's working party (LWP) now a standard agenda item
July 16	7.5	Clerk		Water leak by new BT hub box, plus surface condition. See Highways log for further updates.
July 16	7.6	Clerk/JH		Overhanging trees on Buchanan Trust property. See Highways log for further updates (work scheduled for 13/9/16).

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)	Not support	Refusal
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	Granted
7.4.16	160972	Woofields Farm, Coddington, Ledbury. HR8 1JJ Steel framed agricultural building.	Support.	Granted
8.6.16	152806	Mill Farm, Old Colwall, Malvern. WR13 6HH Proposed change of use and conversion of existing redundant agricultural building to residential annexe for dependant relative. Proposed additional bedroom and ancillary accommodation for Mill farmhouse. Proposed outdoor swimming pool.	Support.	
15.4.16	161090	Shirkway Cottage, Munsley, Ledbury. HR8 2SJ Proposed conversion of existing detached store building to create a spare bedroom and store/workshop to existing dwelling.	No response	Granted
26.5.16	161489	Adhithana, Coddington, Ledbury, Herefordshire, HR8 1JL. The works include the creation of a hard landscaped circular memorial site for walking and a reflection and two new ponds to help drain water standing in the field	Support	Granted
14.6.16	161531	The Old Cottage, Bosbury, Ledbury. HR8 1PR Construction of a glass link structure between the main property and garage, with redevelopment of internal garage space into living space.	Support	Granted
30.6.16	161905	The Lookout, Coddington, Ledbury, Herefordshire HR8 1JH Proposed part single and part two storey extensions	Support	Granted
12.8.16	162446	The Bee House and The Hive Holiday Units, Nash End, Bosbury, HR8 1JU Erection of pitched roof porch to front elevation, end gable sun room, 4 no. rooflights to front elevation and enlarged window (to create French doors with side screens) to rear elevation.		
18.8.16	162439	Plough Cottage, Coddinton, HR8 1JL Proposed extension to existing building, used for storage of vintage and classic tractors.		