



Parish Clerk: Janet Chester
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**Minutes of the Parish Council meeting held on Thursday 4th February 2016
 at Bosbury Village Hall at 7.30pm**

Present

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

In attendance

J Chester – Parish Clerk

Public: 6

ITEM	MINUTE	ACTION						
1.0	To Accept Apologies for Absence and Note the Reason Apologies were received from Ward Councillor Tony Johnson (illness) and Councillor(s) Ms R Lovering (work commitment)							
2.0	To Record any Declarations of Interest and Requests for Dispensations - none <table border="1"> <thead> <tr> <th>Councillor Name</th> <th>Agenda Item</th> <th>Interest Declared</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Councillor Name	Agenda Item	Interest Declared				
Councillor Name	Agenda Item	Interest Declared						
3.0	To approve the Minutes of the Previous Parish Council Meeting The minutes of the December meeting were agreed to be a true and accurate record and were approved and duly signed by the chairman. RESOLVED							
4.0	To Receive Brief Report from Ward Councillor Tony Johnson Ward Cllr Johnson had sent his apologies but had not sent a report.							
5.0	Councillor Vacancies Charlie Ferrier expressed his interest in becoming a parish councilor and gave a brief introduction of himself. In line with the procedure for filling casual vacancies he was asked to attend the March meeting before being co-opted onto the parish council.	Clerk						
6.0	Open Forum for Local Residents to Raise Matters Relevant to the Parish Council There are potholes by Old Court and outside Pool House. The road is still in a poor state by Temple Court and the marker posts need replacing. There have been three accidents with cars written off since November, suggestion made for an anti-skid surface. A resident asked if the street lighting through the main part of the village could be reviewed. BT have placed a new cabinet on the pavement outside Birchlea making the footpath narrow. Marker posts are required in Brook Lane by Westridges.	Clerk						
7.0	To discuss the potential new planning application for "The Beanfield" Herefordshire Council have adopted the Core Strategy and a new application is to be submitted on the above plot. A questionnaire in identical format as the previous one has been sent out but there was no other progress to report. The landowner present advised that 131 letters had been sent out, with 38 replies to date.							

8.0	<p>Correspondence / Discussion / Governance</p> <p>a) To Accept Clerks letter of Resignation</p> <p>Janet Chester had given the chairman her letter of resignation on 11th December, this was accepted and she will formally end employment on 11th February 2016. The Chairman thanked her for her hard work and wished her all the best for the future. RESOLVED</p> <p>b) To Discuss Appointment of a New Clerk</p> <p>The job had been advertised and two letters of interest had been received. Both interested parties were in attendance at this meeting and the staffing committee will hold interviews in due course with the successful candidate appointed mid-February. RESOLVED</p> <p>c) To Receive Report from Neighbourhood Plan Steering Group</p> <p>Herefordshire Council have adopted the Core Strategy and Bosbury's NDP is at odds with the adopted Core Strategy with regard to housing volume, and in its current form would be turned down by the inspector. A landscape character assessment is also required. Grant funding is to be pursued to cover this. Further meetings will be held to correct the anomalies and the revised plan resubmitted. A Neighbourhood Plan may also need to be arranged for Coddington. RESOLVED</p> <p>d) To discuss Defibrillator for Bosbury Village</p> <p>Cllr Baker confirmed that the unit is to be located on the corner of the village hall under the light and both the parish hall committee and conservation officer have agreed to this location. The lease hire order has been placed and the unit should arrive within the week. Payment terms are to be confirmed. The clerk has checked insurance and there should not be any rise in the parish council insurance premium. Once the unit is in place the clerk will advise to the parish council insurance provider. This will then be advertised amongst the community and an awareness training session will take place. The parish council expressed their thanks to Cllr Baker for her tireless work on this project. RESOLVED</p> <p>e) To discuss Website and Other Organisations Contributions</p> <p>The new website has become live in the last few days. The clerk will be responsible for the Parish Council pages and the website administrator for all others. Councillors were reminded to approach other organisations for articles and advertising sponsorship and the website administrator is to put a notice in the parish magazine. Business cards advising of the website are to be placed in public areas. Councillors were reminded to forward a photo and brief autobiography of themselves to the administrator. Browser testing was also requested to ensure it is compatible for all users. RESOLVED</p>	<p>Cllr Bosley/ Boyle / Paganuzzi</p> <p>NDP</p> <p>Cllr Baker / Clerk</p> <p>ALL</p>
9.0	<p>Highways / Footpaths</p> <p>a) To discuss any new highway or footpath issues</p> <p>As minute 6 above. Tree roots are becoming a trip hazard near the top entrance to Forge Bank. There are a couple of potholes in need of repair by Westridges in Brook Lane. The clerk will report all these defects.</p> <p>The clerk has chased delivery of the required kissing gates. She has also chased the repair of the footbridge over Stoney Brook. A response is awaited.</p> <p>A footbridge at Catley Court on BZ6 needs repair. There is a large willow tree on BZ36A by Bridge House / Old Court Tennis Courts which is dangerous and needs removing. The footpath officer was authorized to ask an insured contractor to remove the tree at a cost of £150. RESOLVED</p> <p>b) To discuss the Traffic Calming verge treatment at Cradley end of the village</p> <p>The verges are too narrow for work to be safely undertaken by the lengthsman. Cllr Joyce-Townsend will draft a letter asking for Balfour Beatty to undertake the work. RESOLVED</p> <p>c) To receive update on M228 Catley byeway</p> <p>The Herefordshire Council cabinet member for highways has visited the byeway and made a recommendation that the top section would be better described as a footpath so as to exclude motorized vehicles. He has asked that a distinction is shown and categorized accordingly and awaits further advice and response from the deputy director Richard Ball.</p>	<p>James Boyce / Clerk</p> <p>Cllr Joyce- Townsend</p> <p>Clerk</p>

	<p>d) To discuss ongoing HGV problem through Coddington village The clerk had received further concerns over this problem. Herefordshire Council and Balfour Beatty have met with the householder to view the issue. A suggestion of placing signs to discourage HGV's was to be made to Highways. RESOLVED</p> <p>e) To discuss Speed Indicator Device (SID) installation The clerk has been informed by Balfour Beatty that the current devices are no longer working correctly and that they are looking at the cost options of purchasing new devices. The clerk is to enquire about the possibility of the parish council purchasing and repairing the existing SID's. RESOLVED</p> <p>f) To receive suggestions of work for the lengthsman The lengthsman is to be asked to include road sign and surface cleaning in a regular programme. RESOLVED</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
10.0	<p>Finance:</p> <p>a) To agree Finance Report and Note Bank Balances The finance report was AGREED. Bank balances as at 6th January 2016 were current account £10804.79 and business reserve £5005.13 NOTED.</p> <p>b) To agree payments of outstanding accounts as per the finance report - RESOLVED</p> <p>00651: Seabright Solutions – lengthsman – £475.00 00652: J Chester – Clerk salary and expenses – as agreed 00653: F&M Consultants Ltd – website admin - £1002.19 00654: Bosbury Parish Hall – 2015 room hire - £247.77</p>	
11.0	<p>Training / Meetings</p> <p>a) To note dates of meetings/courses and decide attendees HALC Wise Owl training programme – noted Herefordshire Local Area Forum – meeting to discuss footpaths and definitive map 18th April 2pm at Hereford Archives & Records Centre</p> <p>b) Report from any meeting attended Balfour Beatty Parish Briefings – 3rd February 6pm at Thorn Business Park. The clerk had attended this evening. Alistair McDonald, Rachel Rice and Paul Shipton from Balfour Beatty and Shaun Rooney and Paul Rone of Herefordshire Council officiated.</p> <ul style="list-style-type: none"> • Balfour Beatty works scheduling through new Operational Control Centre • Lengthsman / P3 footpath scheme – 2015/16 – 103 parishes in lengthsman scheme, 86 in P3 scheme, 50 parishes took up match funding option equating to £65k, 35 parishes took up the pothole option 2016/17 – grants to be frozen as 2015/16 2017/18 - Proposal for lengthsman budget to be reduced to 25% and P3 budget to be retained at 100% • Resurfacing – £1.6m budget for all “A”, “b”, “c” and “u” roads - a consultation is to take place ending 22nd Feb with Final Programme to be circulated 29th February • SID's – old ones are obsolete so Balfour Beatty looking at cost options of purchasing new SID's • Street Cleansing – routes & frequency available on Herefordshire Council website • Litter – Balfour Beatty have taken on the responsibility for an additional 330 litter bins. Community Litter Picks are encouraged, Balfour Beatty can provide equipment. Clean for the Queen campaign to be undertaken in early March • Grass Cutting – two verge cuts planned for May/June and September, six amenity cuts April – Sept • Tesco Community Grant – up to £12k is available for projects providing community benefit • Balfour Beatty hold a stock of road planings 	
11.0	<p>To Note & Review the Information & Outstanding Actions Sheet (attached) Noted and reviewed RESOLVED</p>	

12.0	To Raise Items for next scheduled Parish Council Meeting (no discussion) <ul style="list-style-type: none"> • Appointment of Clerk • Councillor Vacancy • Defibrillator • SID's • Lengthsman works • Byeway M228 • Brook Lane sign 	Clerk
13.0	To note Date and Time of next scheduled meeting Thursday 3 rd March 2016 at 7.30pm at Bosbury Parish Hall	All
14.0	Planning: a) To Consider any New Planning Applications Received: none b) To note Planning Record (attached) and Decisions of Herefordshire Council: Noted	
	The Chairman declared the meeting closed at 21.14pm Signed..... Dated Chairman	

INFORMATION SHEET FOR FEBRUARY 2016 MEETING

PARISH CLERK UPDATE

- Request for required highway works sent to Balfour Beatty
- Website updated with agenda/minutes
- Website pages updated to meet new transparency legal guidelines
- Monthly RTI/PAYE reported
- CILCA portfolio work undertaken
- 2016/17 Precept requested
- Hfd Council Website Parish Clerk Data updated
- Annual Request for Register of Electors completed
- Letter of resignation handed to Chairman 11th December 2015
- Clerk vacancy advertised
- Liaison with applicants for clerks job

CORRESPONDENCE RECEIVED

- HALC – Information Corner 24th December and 2016 Wise Owl training diary *
- Balfour Beatty – Weekly Locality briefings *
- Balfour Beatty – Parish Newsletter December 2015 *
- Balfour Beatty – invitation to Parish Briefings 3rd/4th Feb 2016
- A Bush, Herefordshire Council – Invitation to Fuel Poverty Training 15th Jan *
- A Bush, Herefordshire Council – Redesigning Homecare for Herefordshire Residents *
- A Bush, Herefordshire Council – Draft Local Transport Plan 2016-31 *
- A Bush, Herefordshire Council – Service to Civvy Street *
- A Bush, Herefordshire Council – Change of Service Provider for Rural Litter Bins *
- A Bush, Herefordshire Council – Funding Update Jan 2016 *
- Herefordshire Council – Information re defibrillators *

* Circulated to Cllrs.

OUTSTANDING ACTIONS

These are the consolidated actions outstanding after the last meeting held 3rd December 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
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	10b	Cllrs Bosley & Hayes		Speak to Stanley House re lights
June 2015	11f	Cllr Boyle	Complete	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
Aug 2015	9a	J Boyce / clerk	Ongoing	List of blocked footpaths needing enforcement to be sent to Hfd Council
Sept 2015	5	Clerk	Reported	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
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 complete	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	9a	Clerk	Reported	Report diseased ash tree on footpath by hall CAS-539560-G7S7G7
Nov 2015	7e	JH/J Boyle		Approach organisations for website articles and sponsorship
Nov 2015	8d	JJT / clerk		Investigate road signs for Brook Lane and Slatchwood
Dec 2015	5	Cllr Cooke / clerk		Cllr Cooke to complete forms and send to clerk for forwarding to Hfd Council
Dec 2015	6	Clerk	Complete	H4K6T2Request damaged verge markers are collected from Cottons Corner CAS-556687-H4K6T2 Request white lines are repainted on B4214 & B4224 CAS-556689-S2V9B8 Replace visibility railings at Cottons Corner CAS-556688-Z9Z4M4
Dec 2015	8a	NDP		Apply for NDP grant to cover professional surveys and assessments
Dec 2015	8b	J Baker	Complete	Place order for defibrillator
Dec 2015	9a	Clerk	Complete	Order more verge markers, stiles and kissing gates
Dec 2015	9b	Cllr Bosley		Advise clerk of salt and sandbag stocks

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	PC support this application	GRANTED 8.5.15

		of existing windows		
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	REFUSED 3.9.15
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	APPEAL ALLOWED 21.12.15
25.8.15	152486	10 Morton Cottages, Bosbury, HR8 1PT	PC support	work can

		Proposed works to trees	this application	proceed 7.9.15
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	REFUSED GRANTED 2.10.15
9.10.15	152853	Woofields Farm, Coddington, HR8 1JJ Proposed agricultural building	PC support this application	GRANTED 13.11.15
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	GRANTED 13.11.15
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	No comments req	REFUSED 27.11.15
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 this application but are disappointed it retrospective	GRANTED 25.11.15
18.11.15	P153302/V - (CLOPD)	Land at Catley off the U66411 at Catley, Bosbury, HR8 1QL Certificate of lawfulness for the siting of a "stockmans" caravan	** FOR ADVICE ONLY **	GRANTED 15.12.15
8.12.15	153449 / 153450	Lower Shinscroft, Bosbury, HR8 1QD Proposed two storey extension with glass link and various alterations	PC - no comments made	REFUSED 29.1.16
4.2.16	160250	Shirkway Cottage, Munsley, Ledbury, HR8 2SJ Proposed conversion of external store room to additional accommodation/annexe to existing dwelling	** to be discussed at March meeting**	