

**Parish Clerk:**

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**Minutes of the Annual Parish Council meeting held on Thursday, 7th July 2016
at Bosbury Parish Hall at 7.30pm**

Present

Councillors Sven Bosley (Chairman), Charlie Ferrier, Julie Baker, John Joyce-Townsend, Gian Paganuzzi, Patrick Whitehead, Jo Hayes, Liz Cooke, Matt Hosking

In attendance

Leanne Rex – Parish Clerk

Public: 1

ITEM	MINUTE	ACTION
1.0	To Accept Apologies for Absence and Note the Reason Julia Boyle (family commitments), Mark Andrews (holiday), Tim Newsholme (apologies received after the meeting due to illness), Rachel Lovering (work), Tony Johnson (holiday),	
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 26.5.16 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 as TJ on holiday.	
5.0	Open Forum for Local Residents to Raise Matters Relevant to the Parish Council	
	7.1 Concerns re Forge Bank Amenity area: a resident has raised concerns to LC regarding the broken fencing around the amenity area in Forge Bank. The Chairman clarified the situation with this piece of land. It was purchased from the church commissioners and it has a covenant on it stating no building. Although originally it was hoped it could be a play area, once reviewed by Hfcs Council it was agreed it was not suitable for a play area as it was tucked out of site behind garages and the play equipment was removed. It is just amenity land. There is no public footpath through the land. The Parish Council have replaced the fence previously and it has been damaged again. The land is not registered to the Parish Council with Land Registry. Land Registry had returned the parish council's application to register the land this week (4.7.16) as they require original deeds etc. not the copies that had been sent. Clerk to try and find the deeds etc. that Land Registry require, and if found, re-submit the application. Item to be scheduled for September meeting. LC to update the resident.	Clerk Clerk LC
6.0	Correspondence / Discussion / Governance	
6.1	Policies <ul style="list-style-type: none"> • Adopt Standing Orders Following the previous meeting, the Standing Orders have been reviewed by PW. PW proposed / MH seconded / All in favour. Adopted. • Adopt Financial Regulations Following the previous meeting, the Financial Regulations have been reviewed by MH and updated by the Clerk. JH proposed / LC seconded / All in favour. Adopted. • Adopt Fixed Assets Following the previous meeting the Fixed Asset register had been updated by the Clerk. PW proposed / LC seconded / All in favour. Adopted. • Adopt Planning Process Following the previous meeting the Planning Process had been reviewed by PW and updated by the Clerk. JJT proposed / SB seconded / All in favour. Adopted. • Defer Co-option and Risk Assessment /Risk Management Policies to September meeting. 	

	Time had not permitted the Clerk to update these policies, and JH also still reviewing Risk policies.	
6.2	<p>Update on Defibrillator Awareness session was well attended. JBa has thanked Community Heartbeat Trust for their help. JBa thanked the attendees and those who helped on the night. The defibrillator is installed and fully functional and registered with the ambulance trust. Weekly checks by JBa and LC provided cover in holidays. JJT proposed a vote of thanks for JBa for a job well done. Letter of thanks for Hergreen (Steve and Nick Higham) for free installation and an advert in Church Magazine saying thanks to Hergreen and the defib is up and running.</p>	Clerk Clerk
6.3	<p>Community Relations : There has been a meeting of concerned residents with the housing enforcement officer. Any resident concerns should be submitted to Fortis housing by individual residents stating how community relations are affecting them. The contact at Fortis housing is Claire Bailey: email cebailey@fortisliving.com Office: 01905 670268 Mobile: 07918 160 943</p>	
7.0	Highways/Footpaths/Lengthsman	
7.1	<p>Update on Flooding by Church Lych Gate Clerk contacted Cllr Paul Rone and he agreed to have a site meeting with the locality steward, Neil James. Clerk has chased to see if this meeting has been held. No response on the freedom of information request made on 12.6.16 for copies of correspondence between HC and BT re the dispute over who has caused the drainage problem. Clerk to contact Cllr Rone again and ask for progress. JJT would like to be copied in on correspondence relating to highways.</p>	Clerk Clerk
7.2	<p>Overhanging trees on Bridge House footpath The footpaths officer, JB, advised the meeting that the tree assessor said the trees were in a dangerous condition and recommended a proper survey. This would cost £300 + vat and it would give us the information to take to Hfcs Council. JH suggested that the Council Tree Officer would survey free of charge. Clerk to contact the Tree Officer and request a professional survey.</p>	Clerk
7.3	<p>Update on SIDs Hfcs Council are purchasing new SIDs for parish councils to rent. Timescales unknown. Clerk chasing.</p>	
7.4	<ul style="list-style-type: none"> • Update from the Lengthsman Working Party Following Balfour Beatty's work under the bridge, the working party proposed further de-silting as a continuation to help prevent floods. Meeting authorized spend up to £2400 inc vat. • Working party to put a plan of works into place for the lengthsman. • Meeting agreed the following as a starting point for Ed's schedule: Mow verges, mow small cemetery, plant tubs, spray / weed pavements, gritting pavements, Twice a Year: wash signs, clear church footpaths, maintain grips between Nash End and Bosbury House. • Meeting agreed for JH to produce a template schedule of rates for different jobs / equipment etc for the lengthsman to complete. Clerk to send lengthsman invoices for last 12 months to LWP so they can see the work being done. • Consideration to be given to proactively planning footpath work rather to ensure P3 grant is spent effectively. LWP to report in September meeting including footpaths on the Buchanan Trust property. 	LWP JH Clerk LWP
7.5	<p>To discuss any new highways / footpaths issues JJT raised the accident area at Castle Frome. SB advised Hfcs Council are going to re-sign the adverse camber. LC raised the water leak on the path by the new BT hub box – becomes apparent in the rain. Clerk to log to Neil James, plus surface condition of the footpath.</p>	Clerk
7.6	<p>Overhanging Trees on Buchanan Trust property JH to send details to the Clerk to raise with Buchanan Trust / Knight Frank.</p>	JH / Clerk
8.0	Finance:	
8.1	<p>To Agree Finance Report and Bank Balances MH proposed / PW seconded / all in favour</p>	
8.2	<p>To Agree Payments of outstanding accounts as per finance report: The following were all agreed:</p>	
	672 Vat overclaim for previous 3 years £511.45	
9.0	Training / Meetings:	
9.1	PW to attend HFDS Council 2017/18 budget consultation 28.7.16 6.30pm	

<p>9.2</p>	<p>To receive Reports from meetings attended None</p>	
<p>10.0</p>	<p>To Note & Review the Information & Outstanding Actions Sheet (attached) Feb 16 8e : The Chairman requested RL, MA, TN, JBa, GCP, MH, CF to provide a paragraph about themselves to the Clerk for the website. Mar 16 6e: Update on Buchanan Trust. Response received from Peter Buchanan setting out the revised strategy for the Trust which was read out by the Chairman.</p>	<p>RL, MA, TN,</p>
<p>11.0</p>	<p>To note Date and Time of next scheduled meeting 1st September 2016 , 7.30pm at Bosbury Parish Hall</p>	
<p>12.0</p>	<p>To raise items for the next scheduled Parish Council meeting (no discussion) Lengthsman working party update /Neighbourhood plan update / update on highways issues</p>	
	<p>The Chairman declared the meeting closed at 21.38pm</p>	
	<p>Signed..... Dated Chairman</p>	