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**Minutes of the meeting of the Parish Council
held online via Zoom – due to the Coronavirus Pandemic
on Thursday 5th November 2020 at 7.30pm**

Present: Councillors Julia Boyle (Chair), Sven Bosley, Julie E Baker, Joe Hayes, Tim Newsholme, Patrick Whitehead, Liz Cooke and Charlie Ferrier.

In attendance: Emma Thomas – Parish Clerk
Ward Cllr Tony Johnson.

Public: 0

1. To Accept any Apologies for Absence and Note the Reason

Apologies were RECEIVED and ACCEPTED from Cllr Rachel Lovering – work.

2. To Record any Declarations of Interest and Consider any Requests for Dispensations

None

3. To Consider Approval of Minutes of Parish Council meetings held on 1st October 2020

The minutes were APPROVED and duly signed by the Chair.

4. Public Participation Session for Local Residents to raise matters relevant to the Parish Council

The following items were RAISED on behalf of the public:

- The light outside Karsland is still not working
- The drains have been cleared by Morton Cottages – thank you
- Can assistance be given in distributing leaflets – *by individuals yes, but not the Council as a whole.*

5. To Receive a brief Report from Ward Councillor Tony Johnson

Cllr Johnson's report included the following items:

- Housing application by the railway bridge in Ledbury is going through the appeal process. If parishioners wish to make any comments they should do so by contacting Mr Bill Wiggin MP.
- A uniform approach to the siting of electric-car charging docks is needed.
- The public should be encouraged to adhere to the new lockdown rules in order to protect all and minimise the risk and spread of the Coronavirus.

Cllr Tony Johnson left the meeting – Cllrs expressed their thanks that he had attended.

6. Planning

a) To receive an update on the Central Government Planning Reforms White Paper.

It was AGREED to keep this item as an agenda item until updates are forthcoming.

b) To consider an update on clay pigeon shooting at The Hill Farm – Castle Frome

It was AGREED to defer this item until Cllr. John Joyce-Townsend was present.

c) To consider appointing a new member to the Planning Committee and appointing a new Chair.

It was RESOLVED that Cllr Charlie Ferrier should sit on the Planning Committee and act as joint Chair with Cllr. Sven Bosley moving forwards.

7. Finance:

a) To Consider November finance report – incl budget monitoring and bank reconciliation – Appendix 1

The clerk REPORTED that finances were healthy for the period and remained underspent against budget due to the Coronavirus. The report was APPROVED as evidence of budget monitoring and bank reconciliation.

b) To consider payments of outstanding accounts:

- 866 – Clerk's November Salary
- 867 – Clerk's November expenses £23
- 868 – Lengthsman October maintenance £311.87
- 869 – Autela Payroll Services £64.32
- 870 – Balfour Beatty – September SID hire £276

The above invoices were APPROVED for payment.

c) To consider setting the budget and precept for 2021-22

It was RESOLVED to approve the draft budget and precept figure for 2021-22. Cllr Patrick Whitehead and the clerk were thanked for putting it together for presentation.

d) To consider making a donation towards the upkeep of Coddington Community Grounds £350

It was RESOLVED to approve this donation.

Cllr. John Joyce-Townsend joined the meeting.

e) To consider switching bank accounts and upgrading to online access and payments.

It was REPORTED that a payment of £1500 was available if the Council switched their bank account to one managed online. It was RESOLVED to switch to Starling Bank.

8. Highways/Footpaths:

a) To consider any footpaths or highways issues for reporting to Balfour Beatty

The following items were NOTED for reporting:

- The drains by Briarcroft are blocked and there appears to be a leak that Welsh Water need to attend to.
- The C1152 by the Burial Ground is disintegrating further.

b) To consider any work for the lengthsman

The following items were NOTED as needing undertaking: - War memorial tidying

c) To consider an update on the placing of “Unsuitable for HGVs” signs at each end of Catley Lane

The clerk REPORTED that a quote for this work had now been received - £192.32. It was RESOLVED to get this work done. It was AGREED the clerk should place details of this on the Parish website and that Cllr Tim Newsholme would speak to his neighbours about access issues with utility vehicles

d) To receive an update on the Safer Roads application for highway issues at the Cradley End of the village

The clerk REPORTED that the date when she would hear back with regard to the funding application had been put back to the 9th November.

e) To consider an update on purchasing a SID for the parishes and consider the quotations received.

It was RESOLVED to defer this item to allow the clerk to obtain feedback from Hampton Bishop Parish Council with regard to ease of download; timescale of download and equipment needed to download.

9. To consider submitting a response to the Herefordshire Council Code of Conduct Consultation.

The clerk recommended that all councillors submit individual responses to this consultation.

10. Information Section and Correspondence:

a) To Review Outstanding Actions and updates

None

b) Correspondence:

The following items were RAISED:

- NDP Review meeting – it was AGREED the clerk should attend and feedback details.
- Updates regarding the Coronavirus had been received. It was AGREED reminders of the need to follow guidelines should be put on the website. It was AGREED a note should go in the church magazine with regard to the parish Council website details.

11. To Raise Items for Next Scheduled Parish Council Meeting (no discussion)

Clerks Annual Appraisal

Cllr John Joyce-Townsend left the meeting.

12. To note the date of the next Parish Council meeting – 3rd December 2020 – Online via Zoom

NOTED

The meeting closed at 20.47

Signed: _____ Dated: _____