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**Minutes of the meeting of the Parish Council
held at Coddington Church on Thursday 4th October 2018 at 7.30pm**

Present: Councillors Julia Boyle (Chair), Julie E Baker, Patrick Whitehead, Joe Hayes, Gian Carlo Paganuzzi, John Joyce-Townsend, Tim Newsholme, Sue Ransford, Charlie Ferrier, Sven Bosley, Rachel Lovering and Liz Cooke

In attendance: Emma Thomas – Parish Clerk

Public: 0

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

None – all present.

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 6th and 17th September 2018

It was RESOLVED to approve the minutes of both meetings and they were duly signed by the Chair.

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

Cllr Johnson was unable to be present and sent his apologies. He would keep the Council updated as to the issue of Storesbrook Bridge as and when he had something to report.

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

None present.

6. Finance:

a) To Consider finance report 4 2018-19 – incl. budget monitoring and bank reconciliation – Appendix 1

It was RESOLVED to accept the finance report – which appeared healthy. The report and the bank statements were signed as evidence of budget monitoring and bank reconciliation.

b) To Consider Payments of Outstanding Accounts:-

763 – Clerks October Salary

764 – Clerks expenses £134.75 (previously circulated)

765 – Herefordshire Council – Salt Bin £200.52

766 – Autela Payroll Services - £46.80

767 – Lengthsman – September maintenance £396

It was RESOLVED to approve the above invoices for payment and the cheques and invoices were signed.

c) To consider the 2019-20 draft budget and precept

It was RESOLVED to add the word "maintenance" to the burial ground budget heading. It was RESOLVED to accept the draft budget in principle but to defer formal approval until a few further costs had been confirmed. Thanks were given to Cllr Patrick Whitehead and the clerk for their efforts in preparing the draft.

7. Highways/Footpaths:

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

Mr. James Boyce was unable to attend the meeting and sent his apologies. He wished it to be noted that there was now a new app available for reporting highway and footpath issues to Balfour Beatty. It was RESOLVED that the clerk would email Councillors the details.

8. To receive an update on the examination of the NDP and the Regulation 16 consultation responses.

a) To consider employing a planning consultant to compose Regulation 16 comment responses.

It was RESOLVED to instruct Mr. David Nicholson as planning consultant to formulate responses to Regulation 16 comments received. (Proposer: Cllr Charlie Ferrier. Seconder: Cllr Patrick Whitehead. Unanimously AGREED.)

9. Heartstart Defib Training – 25th October 2018

It was REPORTED that there were not many places left available. Councillors attending were REQUESTED to arrive at 7pm to help with setting up the hall. Thanks were given to Cllr Julie Baker for all her hard work in arranging

10. Catley Phone Box

10.1 To receive an update on the Catley Phone Box – defibrillator.

Cllr Julie Baker REPORTED that she had the costs for the defibrillator but some further issues needed deciding. Following discussion it was proposed by Cllr John Joyce-Townsend; seconded by Cllr Joe Hayes and unanimously AGREED that:

- The Council would sign up to the “managed solution” by The Community HeartBeat Trust, and that they would take over ownership of the defibrillator as well as fulfil all legal requirements.
- The Council would arrange for the defibrillator to be installed by a local engineer who had offered to do it at no charge.
- The Council would not sign up to the “Annual Support” package offered by The Community HeartBeat Trust but rather purchase new pads and batteries as needed.

11. To consider the bins and grass cuttings in the Pound Churchyard

It was REPORTED that Cllr Joe Hayes had begun looking at options of how best to maintain the cuttings in the burial ground. It was AGREED to defer this item to the November meeting when he would hope to have all the costs available.

12. To consider a defibrillator in Coddington

It was RESOLVED that Coddington should have a defibrillator and the Cllr Sue Ransford would lead on the project. It was AGREED to have this as an update agenda item at the November meeting

13. Information Section /Correspondence /Discussion:

a) To Review Outstanding Actions – updates in red

Date - minute	Item	Status
1.02.18 minute 6	Letter to Kevin Bishop	This has been put on hold until planning permission has been granted (or otherwise) for Gold Hill Farm. Determination date to be 22 nd March 2018 – moved to 19 th April 2018. Determination date moved to 28 th June 2018. To be reviewed at some point.
6.09.18 minute 7	Ash Tree	Following further emails to BB, it appears that the tree does not fall under the jurisdiction of BB. The clerk called the Environment Agency to request clearance. There has been no response. It was REPORTED that the tree was being cleared under the Village Hall insurance.
17.09.18 minute 3	Storesbrook Bridge Closure	The clerk received a response from Mr Hall regarding agreed actions. Previously circulated to cllrs. It was REPORTED that Cllr Sven Bosley had attended a further meeting on the topic. It looked possible that the work would be delayed until after Christmas. The alternative route map due to be emailed to the clerk had not yet arrived. It was possible that the surrounding highways would be attended to when the bridge was shut too.

b) Save our Malvern skylarks

It was RESOLVED that the Parish Council supported the “saving of the skylarks”, and that they would like their suggestion of plots being fenced off on the hills to assist with this forwarded to Mr Wells.

- c) The clerk had received some “Keep Warm” leaflets from Herefordshire Council and REQUESTED that cllrs display them where possible.

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

Cllrs were REQUESTED to email the clerk should they have any suggestions.

15. To note the date of the next Parish Council meeting – 1st November 2018 – Bosbury Parish Hall
Noted

A resolution was not needed to exclude the press and public from the following confidential item as none were present.

16. Employment Matters – to consider the clerk’s annual appraisal.

It was REPORTED that the clerk’s annual appraisal had taken place and that both parties were happy with the present situation.

The meeting closed at 8.42pm

Signed: _____

Dated: _____

1.11.2018