



Parish Clerk: Emma Thomas,
Hadleigh, Bishops Frome, Worcester, WR6 5AP
Tel: 01885 490414
email: bcparishclerk@gmail.com
www.bosburyandcoddington.co.uk

**Minutes of the meeting of the Parish Council
held at Coddington Church on Thursday 6th December 2018 at 7.30pm**

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

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

Public: 0

1. **To Accept any Apologies for Absence and Note the Reason**
Apologies were RECEIVED and ACCEPTED from Cllr Charlie Ferrier (Prior Engagement)
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 and 7th November 2018**
The Minutes of both meetings were APPROVED and duly signed by the Chair.
4. **To Receive a brief Report from Ward Councillor Tony Johnson**
Cllr Johnson raised the following items within his report:
 - He was due to meet with the Planning Enforcement Officer tomorrow regarding the state of Tinkers Corner. It was RESOLVED to take item 11 now for coherence. The clerk REPORTED that she had been in touch with the Traveller Team at Herefordshire Council but that issues surrounding the site at present made enforcement for the team difficult.
 - Cllr Johnson has requested that the Nash End Planning Application (183661) go before the Planning Committee. This has been approved. Cllr Johnson offered to speak on behalf of the Council. It was RESOLVED that the clerk would clarify exactly who could speak at the planning committee meetings and for how long. It was NOTED that as there were only 4 transit sites in Herefordshire, this application would be harder to oppose.

Cllr Johnson took questions: He was asked whether it were true that the Traveller site at Pembridge was due to close. Cllr Johnson agreed to find out.
5. **Public Participation Session for Local Residents to raise matters relevant to the Parish Council** (Please note: Decisions cannot be made on items not on the agenda) *This item to be limited at the discretion of the chairman*

It was NOTED that a parishioner requested the clerk submit a short summary report of each meeting to the Ledbury Reporter in order to reach more parishioners. The clerk AGREED and will find out who to send reports to.
6. **Finance:**
 - a) **To Consider finance report 6 2018-19 – including budget monitoring and bank reconciliation – Appendix 1**
The clerk REPORTED that the finances were healthy and all well within budget. The report was APPROVED and signed as evidence of budget monitoring alongwith the bank statement as evidence of bank reconciliation.
 - b) **To Consider Payments of Outstanding Accounts:-**
 - 774 – Clerks December Salary
 - 775 – Clerks expenses £17.04 (previously circulated)
 - 776 – To consider invoice from the Lengthsman for October Maintenance £652.27
 - 777 – To consider invoice from Bosbury Parish Hall for Meeting Hire £219.50
 - 778 – To consider invoice from G R Day and Son Ltd for burial ground clearance £200
 - 779 – To consider invoice from Autela for payroll services £46.80

It was RESOLVED to APPROVE all of the above invoices for payment and the cheques were signed.

7. Highways/Footpaths:

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

- The following items were NOTED for reporting by the clerk.
- 2 large potholes by the salt box on the C1152
- There had been two more accidents by the Old Forge, Bosbury since this area was last reported.
- The light at Karsland is still not working.
- The lights by the Old Bakery and The Firs were also not working
- Could a bi-annual light check be completed by the Locality Steward when he completes his night tour?
- Potholes on Paddles Lane near Broad Oak.

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

The clerk REPORTED that she had confirmation that Ann Skippers was undertaking the examination for the NDP and that the Regulation 16 comment response had been sent to her. The clerk was waiting to hear when the examination would begin. The clerk REPORTED that the PC would get the opportunity to do a "fact-check" on the draft examination report when it was completed. This could, however need doing on a very quick turnaround. It was therefore RESOLVED that the clerk could forward this report to DJN Planning for checking as soon as it arrived (PROPOSED: Cllr. Sven Bosley; SECONDED: Cllr. Patrick Whitehead). The cost was expected to be in the region of £300.

It was QUERIED whether the PC could deal directly with the examiner. The clerk REPORTED "no".

9. Catley Phone Box

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

It was REPORTED that the defibrillator was due to arrive on Monday 10th December 2018. BT had already upgrade the electricity connector to allow it to be easily installed. Cllr. Patrick Whitehead AGREED to arrange installation. Cllrs. Patrick Whitehead and Julie Baker were thanked again for the time they had given to this project.

It was RESOLVED that the clerk should write a small article to go into the church magazine about the defibrillators in Bosbury and Catley.

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

The cuttings had now been cleared. Cllr. Liz Cooke AGREED to confirm that they had all been taken before payment was sent to the contractor. It was RESOLVED that Cllr. Joe Hayes would forward the details needed for the clerk to obtain a quote for using compacted stone to lay an area for waste bins to be placed in the Burial Ground and to upgrade the entrance way. It was RESOLVED that the clerk should also write to the Church seeking approval for this to go ahead.

11. To consider the state of Tinkers Corner.

See item 4.

12. To consider an update on a defibrillator in Coddington

It was REPORTED that the electrician had been to look at the potential site for the Coddington defibrillator and had agreed that it was suitable. The owners of the property were happy to have it placed on their wall. The electrician agreed to install the defibrillator at a minimal cost to the Council. It was RESOLVED that an offer of £15 a year should be made to the property owners to cover any electricity used by the defibrillator. (PROPOSED: Cllr. Joe Hayes; SECONDED: Cllr. Liz Cooke). It was also RESOLVED to give the property owner the choice of cabinet design.

13. Information Section /Correspondence /Discussion:

a) To Review Outstanding Actions – as NOTED below:

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.
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. The Map has arrived and been circulated – suggested routes need highlighting. The clerk emailed Balfour Beatty suggesting that this should be HC's role not that of the PC. Response awaited. Since this the closure has been deferred until the 8 th January 2019
01.11.18 minute 5	Emptying of Village Bins	Clerk emailed BB – request has been forwarded to Street Cleaning. It was REPORTED that the bins are being emptied.

b) It was NOTED that no response had been received to the letter written to Bosbury Parish Hall Management Committee on 5th October 2018. It was RESOLVED that the clerk should write again demanding a response and reminding the committee of how much the hall has been supported financially by the Parish

- c) The clerk REPORTED that an invoice for PAYE had been received from HMRC after the agenda had gone out. A fine would be issued if it were not paid by the next meeting. It was RESOLVED to pay the invoice and the cheque was signed.

14. To Raise Items for Next Scheduled Parish Council Meeting (no discussion)
Church gates; elections

15. To note the date of the next Parish Council meeting – 7th February 2019 – Bosbury Parish Hall and to note the meeting dates for 2019
Noted below

Meeting dates 2019:

7 th February, 2019:	Bosbury Parish Hall
7 th March, 2019:	Bosbury Parish Hall
4 th April, 2019:	Coddington Church
16 th May, 2019 - Annual Parish Meeting:	Bosbury Parish Hall
16 th May, 2019 - Annual Parish Council Meeting:	Bosbury Parish Hall
6 th June, 2019:	Coddington Church
4 th July, 2019:	Coddington Church
5 th September, 2019:	Bosbury Parish Hall
3 rd October, 2019:	Coddington Church
7 th November, 2019:	Bosbury Parish Hall
5 th December, 2019:	Coddington Church

The meeting closed at 20.25

Signed: _____



Dated: _____

7.2.19.