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**Minutes of the Annual Meeting of the Parish Council  
held at Bosbury Parish Hall on Thursday 16<sup>th</sup> May 2019 at 7.30pm**

**Present:** Councillors Julia Boyle (Chair), Julie E Baker, Patrick Whitehead, Rachel Lovering, Sue Ransford, John Joyce-Townsend, Joe Hayes, Charlie Ferrier and Liz Cooke.

**In attendance:** Emma Thomas – Parish Clerk and James Boyce – Parish Footpaths Officer

**Public:** 3

1. **To Elect the Chairman of the Council and to receive Chairman's signature on Declaration of Acceptance of Office**  
It was RESOLVED the Cllr Julia Boyle would continue as Chair for further year and she signed the Declaration of Acceptance of Office form.
2. **To Elect the Vice-Chairman of the Council and to receive the Vice-Chairman's signature on Declaration of Acceptance of Office**  
It was RESOLVED that Cllr Sven Bosley should continue as Vice-Chair for a further year. It was AGREED he sign his Declaration of Acceptance of Office form at the next meeting.
3. **To Accept any Apologies for Absence and Note the Reason**  
Apologies were RECEIVED and ACCEPTED from Cllrs: Sven Bosley – personal and Tim Newsholme – attending another meeting.
4. **To Record any Declarations of Interest and Consider any Requests for Dispensations**  
Cllr Joe Hayes declared a Disclosable Pecuniary Interest against items 13j and 17 and signed the Register of Interest book.
5. **To Remind Councillors to submit their Register of Interests to be held with Herefordshire Council**  
The clerk reminded Cllrs to submit their Register of Interest Forms to Herefordshire Council. She collected a copy from every Councillor alongside all the Declaration of Acceptance of Office forms.
6. **To consider the co-option of councillors to fill the remaining vacancies.**  
It was AGREED to follow the Council's normal co-option procedure and invite anyone interested to attend the June meeting, then if still interested to attend the July meeting and deliver a short resume after which a vote would be taken.
7. **To Consider Approval of Minutes of Parish Council meeting held on 4<sup>th</sup> April 2019**  
The minutes were APPROVED as accurate and duly signed by the Chair.
8. **To Receive a brief Report from Ward Councillor Tony Johnson**  
Not Present.
9. **Public Participation Session for Local Residents to raise matters relevant to the Parish Council**  
The following issues were raised:
  - There is a blocked drain near Aylescroft that needs logging with Balfour Beatty for clearing. Clerk to log
  - As well as Tony Hall being thanked for his mowing during the Annual Parish Meeting could the clerk also send a letter of thanks? Yes
  - Could an update on the Beanfield application be given? Cllr Patrick Whitehead gave a short summary of the situation as follows: The Beanfield has outline planning for 21 houses and now needs to have the details approved. The situation should be carefully monitored in case a new application for an increase in houses was submitted. The clerk REPORTED that the NDP –which is shortly to go to referendum – if approved – would be helpful in preventing this from happening.
  - There is an area of land by Forge Bank that is owned by Fortis Housing and used by Fortis Housing tenants. It is covered with litter at the moment. Would the clerk be able to write to complain? Yes



**10 To consider the Proposed Main Modifications to the Travellers Sites Development Plan**

Cllr Patrick Whitehead gave the following summary: Following a formal hearing in March a report containing recommendations regarding the Travellers Consultation has come out. The Inspector claimed to have no knowledge of the current planning application for 5 pitches on this site. Herefordshire Council replied that they had followed the proper process. No-one at the hearing was able to say how many pitches both static and mobile were being looked at. The result of the hearing is that the inspector has confirmed that 4 pitches can be put on the site although no further mention has been made of the 5 mobile sites already part of the planning application. Cllr Patrick Whitehead REMINDED the Parish Council and Parishioners that if this application did go to the Planning Committee again much more support was needed than just himself and Cllr Tony Johnson.

**11 To Review Committee Structures, areas of responsibility, and to appoint members to serve as required:-**

**11.1 To note the Cllr meetings attendance record for 2017-18**

The following table was NOTED

Name	Total meetings attended	Total meetings held
Julie Baker	12	12
Sven Bosley	12	12
Julia Boyle	11	12
Liz Cooke	9	12
Charlie Ferrier	8	12
Joe Hayes	10	12
John Joyce-Townsend	11	12
Rachel Lovering	9	12
Tim Newsholme	9	12
Gian Carlo Paganuzzi	4	7
Patrick Whitehead	11	12
Sue Ransford	11	12

It was RESOLVED that the following Councillors should fulfil the roles below for the year 2019-20.

**11.2 Planning Committee** – Cllrs: Patrick Whitehead; Sven Bosley; Julia Boyle; Liz Cooke and Tim Newsholme

**11.3 NDP Working Group** – No longer needed as the NDP is at referendum stage.

**11.4 Staffing Panel** – Cllrs Julia Boyle and Sven Bosley

**11.5 Traffic and Speed Management** – Cllr John Joyce-Townsend

**11.6 Lengthsman** – Cllr Joe Hayes

**11.7 Quarterly Finance check / Bank reconciliation** – Cllr Patrick Whitehead

**11.8 Bank Signatories** – Cllrs: Patrick Whitehead; Joe Hayes; Julia Boyle and Sven Bosley

**12 To Review Bosbury and Coddington Group Parish Council policies and (re)adopt**

a) **Standing Orders** – Appendix 1

b) **Code of Conduct** – Appendix 2

c) **Financial Regulations** – Appendix 3

d) **Donations / Grants Policy** – Appendix 4

e) **Risk Schedule Assessment and Finance Controls** – Appendix 5

f) **Risk Management Policy** – Appendix 6

g) **Publication Scheme** – Appendix 7

h) **Complaints Procedure** – Appendix 8

i) **Asset Register** – Appendix 9 (Revised)

j) **Media and Press Policies** – Appendix 10

k) **Equality Policy** – Appendix 11

l) **Data Protection Policy, General Privacy Notice, Staff Privacy Notice, Subject Access Request Form, Security Incident Procedure, Retention Schedule and Privacy Consent Form** – Appendix 12 and 12a – 12f incl

m) **Bullying and Harassment Policy** – Appendix 13

n) **Policy for dealing with Planning Applications received between meetings** – Appendix 14

o) **Discipline and Grievance Policy** – Appendix 15

p) **Health and Safety Policy** – Appendix 16

q) **Training and Development Policy** – Appendix 17

r) **Unacceptable Behaviour Policy** – Appendix 18

s) **Urgent Business Between Meetings Policy** – Appendix 19

It was RESOLVED to agree to re-adopt the policies above in plain type as no changes had been made other than to add the review date to each.

The following comments were made about the policies in bold type.

- Standing Orders had been updated to include timings of items such as the public session. This was in order that the meetings could be kept to order if required. It was RESOLVED to approve this policy.



- The clerk REPORTED that new legislation was currently in the process of being passed. Once this has happened Parish Councils must either adopt the Code of Conduct of their Local Authority of the LGA. As the LGA is not presently forth-coming it was RESOLVED to approve this one as an interim measure.
- It was NOTED that the dates of the risk schedule had been updated. It was RESOLVED to approve this policy for the coming year.
- The asset register had been updated to include the lengthsmans tools; kissing gates and Catley defibrillator. It was RESOLVED to approve this policy.
- The clerk REPORTED that the Data Protection Policy and Security Indidnet Procedure had been updated to reflect the fact that Parish Councils were exempt from having to employ a Data Protection Officer. It was RESOLVED to approve these changes to the policies.

t) **To consider agreement to continue to comply with the Transparency Code**  
It was RESOLVED to continue to comply with the Transparency Code.

u) **To remind councillors of self-disqualification law**  
The clerk REMINDED all Councillors of the Self-disqualification law.

v) **To re-confirm eligibility to act under the General Power of Competence**  
It was RESOLVED to continue to act under the General Power of Competence as the Council still met the criteria following the latest elections.

### 13. Finance:

a) **To Consider the End of Year 2018-19 finance report and bank statements. – Appendix 20**  
The clerk gave her end of year finance report. All income and expenditure is the right side of the budget figure and reserves are healthy. The REPORT was approved and duly signed.

b) **To Consider and Approve Internal Audit Report – Appendix 21**  
It was RESOLVED to approve the internal audit report.

c) **To Consider and Approve the Annual Return Governance Statement – Appendix 22**  
It was RESOLVED to approve the Annual Governance Statement which was duly signed by the Chair and the clerk.

d) **To Consider and Approve the Annual Return Accounting Statements – Appendix 23**  
It was RESOLVED to approve the Annual Return Accounting Statements and they were duly signed by the Chair.

e) **To confirm exemption from the external audit process and sign the certificate – Appendix 24**  
It was RESOLVED, that as the Parish Council did meet the requirements, to approve the signing of the Certificate of Exemption from External Audit. The Certificate was signed by the Chair and the Responsible Finance Officer.

f) **To Review the parish council insurance policy and decide on any amendments required**  
It was RESOLVED that the insurance schedule was adequate fir the coming year and it was AGREED to renew the policy.

g) **To consider the internal auditor for 2019-20**  
It was RESOLVED to continue to use Mr. Philip Brough as internal auditor for the Parish Council.

h) **To consider continuing to use the "payments and receipts" accounting method for 2019-20**  
It was RESOLVED to continue using the "payments and receipts" accounting method for the coming year.

i) **To note the VAT return for 2018-19**  
The VAT return of £762.72 was NOTED as having been submitted.

j) **To Consider Payments of Outstanding Accounts:-**  
798– Clerks May Salary  
799 – Clerks expenses £18.86 (previously circulated)  
800 – ITSA Marine Ltd – Lengthsman duties – Feb – Apr incl £1313.30  
801 – Came and Company Insurance £TBC  
802– JH Landscapes Ltd – Tidy up bin area Burial Ground £630 as quoted  
All the above invoices were APPROVED for payment and the cheques were signed.

*Members of the public left the meeting*



**14. Planning: To consider applications for determination by Herefordshire Council.**

**14.1 191333/32 – The Barn, Staplow, Ledbury, Herefordshire HR8 1NP**

Proposed installation of wood-burning stove in an existing, decorative, fireplace within The Barn with the flue passing through a party wall into neighbour's unoccupied portion of the barn and exiting through the north side of their roof and Listed Building Consent .

It was RESOLVED to support the above two applications alongside the following comment that the Parish Council would have liked to have seen a letter of agreement from the current owner of Staplow House attached to the application.

**15.Highways/Footpaths:**

**a) To appoint a footpaths officer**

It was AGREED that Mr James Boyce continue for a further year as footpaths officer for the Council. It was also AGREED that he train Cllr Liz Cooke to take over from him in May 2020.

**b) To note the LM and Footpaths Annual Maintenance Plan with Balfour Beatty 2018-19**

The plan was NOTED. It was REQUESTED during this item that the following issues be raised with the Locality Steward – The verge near Brook Lane entrance and the verge by Coddington Cross. Both need urgent trimming.

**c) To consider making an objection to the Modification Order BZ77**

It was RESOLVED to make no further comment on this issue.

**d) To consider recent speeding correspondence received and possible outcomes**

In light of the letter received from Simon Hobbs – Senior Accident Investigator for Herefordshire Council, it was RESOLVED that the Council should draft a letter requesting the 30mph speed limit at the Cradley end of the village be pushed back to where the current 40mph limit starts and "warning – bend" signs be erected on the two bends. Cllr John Joyce-Townsend AGREED to draft a letter.

**16. To receive an update on the progression of the NDP to referendum**

The clerk REPORTED that she was still waiting on a date for the referendum.

**17. To consider the Church Gates**

Two quotes for the gates in hardwood had now been received. It was AGREED to defer this item until June so that one further quote could be sought.

**18. To consider the bin contract in the Burial Ground**

It was RESOLVED that the clerk request a 660ltr bin for the Burial Ground and schedule it for regular emptying.

**19. To consider the response received from Bosbury Parish Hall regarding tables and chairs.**

As no response had been received, it was AGREED that the clerk should urgently request a response in order that the situation could be discussed at the June meeting.

**20. To consider an update on the Coddington Defibrillator and note the payment as agreed at 4<sup>th</sup> April meeting.**

Cllr Sue Ransford REPORTED that the Coddington Defibrillator had been paid for and ordered as AGREED at the previous meeting. The payment to Community Heartbeat for £2304 was NOTED as having been paid. She REPORTED that The Friends of Ledbury Hospital had kindly AGREED to fund the total amount - £2095 – including an extra £200 for installation. It was AGREED that the clerk would write a letter of thanks, once the payment arrived, for this very kind gesture. The Friends would appreciate some kind of publicity on account of this. Cllr Ransford has already arranged for the installation of the defibrillator once it arrives and will then organise a HeartStart information evening. Cllr Ransford was thanked for her efforts in arranging this. Cllr Julie E Baker was also thanked for her support.

**21. Information Section /Correspondence /Discussion:**

None

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

Lengthsman Work; Storage or installation of Kissing Gates; Updates on the Travellers Site Consultation and the NDP Referendum; Update from Cllr Johnson regarding shooting in Bosbury.

**23. To note the date of the next Parish Council meeting – 6<sup>th</sup> June 2019 – Coddington Church**  
NOTED

The meeting closed at 8.45pm