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**Minutes of the meeting of the Parish Council
held at Coddington Church on Thursday 3rd October 2019 at 7.30pm**

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

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

Public: 3

- 1. To Accept any Apologies for Absence and Note the Reason**
Apologies were RECEIVED and ACCEPTED from Cllr Tim Newsholme – work.
- 2. To Record any Declarations of Interest and Consider any Requests for Dispensations**
None
- 3. To Consider Approval of Minutes of Parish Council meeting held on 5th September 2019**
The minutes were APPROVED and duly signed by the Chair.
- 4. To Receive a brief Report from Ward Councillor Tony Johnson**
Cllr Johnson was not present. It was AGREED that the clerk would email Cllr Johnson to request his attendance.
- 5. To consider an update on the shooting at The Hill Farm in Castle Frome on Sundays.**
The clerk REPORTED that Herefordshire Council could find no evidence of a Community Protection Order having been put in place. It was RESOLVED that the clerk should write to The Hill Farm to request they try and suppress the noise of the shoots by using bunding and lower velocity cartridges.
- 6. To consider an update on the Travellers Sites planning application conditions 183661**
The clerk REPORTED that she had not yet received a response to her query as to whether the planning conditions on this site had been met. It was AGREED that this item should be moved to the update section while a response is chased.
- 7. Public Participation Session for Local Residents to raise matters relevant to the Parish Council**
The following issues were raised:
 - Traffic at the Cradley end of the village is still causing issues due to the speed of traffic, the size of vehicles, the worn road markings and the lack of a pavement for pedestrians to use to access the village. *It was AGREED that the clerk would add this as an agenda item at a subsequent meeting and request that the Police Crime Commissioner, Balfour Beatty and Herefordshire Council all attend.*
 - How many new resident welcome packs had been handed out. *Cllr Liz Cooke AGREED to find out.*
- 8. Finance:**
 - a) To Consider October finance report – incl budget monitoring and bank reconciliation – Appendix 1**
The clerk REPORTED that finances were healthy for the period with an under-spend showing against budget. The second precept payment had now been received. The report was APPROVED and signed, along with the bank statements as evidence of budget monitoring and bank reconciliation.
 - b) To Consider Payments of Outstanding Accounts:-**
 - 818 – Clerks October Salary
 - 819 – Clerks expenses £108.49 (previously circulated)
 - 820 – Autela Payroll Services £47.08It was RESOLVED to approve the above invoices for payment and the cheques were signed.
 - c) To consider setting a draft budget for presentation at the November meeting.**
It was RESOLVED that the clerk and Cllr Patrick Whitehead should meet before the next meeting to draw up a draft budget for presentation.
 - d) To consider adopting the updated 2019 Financial Regulations**
It was RESOLVED to approve the updated 2019 Financial Regulations and they were therefore ADOPTED.

e) **To note the direct debit payment on 1st October 2019 for quarterly waste collection charges - £74.75**
The payment was NOTED.

f) **To consider the request for funding for a Bosbury Toddlers Group.**

It was AGREED that no funding could be given until an amount had been requested along with costings, so a decision was DEFERRED until such a time as this was forthcoming.

9. Highways/Footpaths:

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

The following issues were RAISED:

- When were the finger posts coming from Balfour Beatty. The clerk REPORTED that she had received an email saying they should be delivered shortly.
- The Parish Footpaths Officer would be attending an event held by Balfour Beatty on the 23rd October 2019.
- Not all the salt bins had been topped up by Balfour Beatty.
- The verge by Coddington Cross needed levelling following a large vehicle driving over it.
- Would the Council consider supporting an application to list the "Catley Byway" as a footpath on the Definitive Map. It was AGREED that evidence of such a need should be forwarded to the clerk for circulation. This could then be added as an agenda item at a later date.

b) **To consider any work for the lengthsman**

The lengthsman was thanked for the hedge cutting work he had completed around the Burial Ground in Bosbury.

It was REQUESTED that the lengthsman examine the drain by Salt Box Cottage every two weeks to ensure it is kept clear. It was also REQUESTED that he trim the hedge around the Brook Lane sign.

c) **To consider an update on the light at the Village Hall**

This item is still ongoing and was DEFERRED to the next meeting.

10. To consider broadband within the Parishes.

It was REPORTED that properties in Coddington should be upgraded to faster broadband by Christmas as the cables had all been laid. Cllr Charlie Ferrier AGREED to keep chasing this though.

11. To consider an update on the Coddington Defibrillator.

It was REPORTED that the defibrillator was now in place, had been registered with the West Midlands Ambulance Service, and the training session led by the Community Heartbeat Trust had been undertaken by 32 parishioners. The Trust had offered a refresher session if it was felt appropriate. An article had been put in the Coddington Newsletter thanking the Friends of Ledbury Hospital for funding this project.

It was RESOLVED that the clerk should write to thank Mr and Mrs Maiden for hosting the training session and Mr and Mrs Weedon for allowing the defibrillator to be hung on their wall. It was also NOTED that Mrs Weedon was cutting the verges and tending the flower boxes in Coddington on a voluntary basis so thanks were needed for that too.

Cllr Sue Ransford had RECEIVED the invoice for installation of the defibrillator. It was RESOLVED to pay the invoice for £200 tonight as it had been agreed at a previous meeting. The cheque was signed.

Thanks were given to Cllr Sue Ransford for pushing this project through so successfully. It was AGREED that all the defibrillators should be added to the Welcome Pack for new residents.

Three members of the public left the meeting.

12. Information Section and Correspondence:

a) **To Review Outstanding Actions and updates**

The following table was considered:

Date - minute	Item	Status
16.05.19 minute 9	Land owned by Fortis Housing	Clerk wrote a letter of complaint about the litter on 23 rd May 2019. Awaiting further detail from Cllr Liz Cooke. Cllr Liz Cooke had emailed photos which the clerk has sent to Fortis – a response is still awaited. Clerk has since emailed pin-pointing exact position – still awaiting a response
16.05.19 minute 15d	Letter written to Balfour Beatty re speeding measures at the Cradley end of the village	Clerk sent letter to Balfour Beatty on 23 rd May 2019. A response is awaited. This will become an agenda item – see agenda item 7 above.

b) Correspondence:

The following correspondence was NOTED as received.

- An email from Mr Lock stating that a contractor had been arranged to cut the hedges along the "Bean Field".
- The Inspectors decision not to confirm the Definitive Map Modification Order for BZ77
- An update from Planning Officer Mr Carl Brace on the Reserved Matters application for 21 houses on the "Bean Field"
- Herefordshire Council were holding an NDP review meeting on the 6th November. It was AGREED that the clerk, Cllr Julia Boyle and Cllr Charlie Ferrier would attend.

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

The following items were RAISED:

- Twinning link with Rwanda
- Funding for a charity counselling group for single parents.
- VE Day 75th anniversary celebrations.

14. To note the date of the next Parish Council meeting – 7th November 2019 – Bosbury Parish Hall
NOTED

A resolution was passed to exclude the press and public from the following confidential item – Employment Matters.

The Footpaths Officer left the meeting.

15. To consider the Clerk's Annual Appraisal and Review

It was RESOLVED, that following a successful Annual Review and performance over the past year, the clerk's salary would increase to SCP 27 from the 1st November 2019.

The meeting closed at 9.00pm

Signed: _____



Dated: _____

7-11-19