



Parish Clerk: Emma Thomas,  
Hadleigh, Bishops Frome, Worcester, WR6 5AP  
Tel: 01885 490414  
email: [bcp Parish Clerk@gmail.com](mailto:bcp Parish Clerk@gmail.com)  
[www.bosburyandcoddington.co.uk](http://www.bosburyandcoddington.co.uk)

**Minutes of the meeting of the Parish Council  
held online via Zoom – due to the Coronavirus Pandemic  
on Thursday 2<sup>nd</sup> July 2020 at 7.30pm**

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

**In attendance:** Emma Thomas – Parish Clerk

**Public:** 0

1. **To Accept any Apologies for Absence and Note the Reason**  
None
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 4<sup>th</sup> June 2020**  
The minutes were APPROVED and signed by the Chair.
4. **Public Participation Session for Local Residents to raise matters relevant to the Parish Council**  
None
5. **To Receive a brief Report from Ward Councillor Tony Johnson**  
Cllr Johnson was not present. It was AGREED that the clerk should write to Cllr Johnson and request a written report for meetings should he not be intending to attend.
6. **Finance:**
  - a) **To Consider July finance report – incl budget monitoring and bank reconciliation – Appendix 1**  
The clerk REPORTED that there had been little expenditure this financial year to date and all was looking healthy. Insurance had increased slightly over budget so this would need amending for the coming financial year. The report was APPROVED as evidence of budget monitoring and bank reconciliation.
  - b) **To consider payments of outstanding accounts:**
    - 849 – Clerk's July Salary
    - 850 – Clerk's July expenses £30.03
    - 851 – HMRC – PAYE £288.60
    - 852 – Lengthsman May and June maintenance £811.10The above invoice were APPROVED for payment.
  - c) **To note the direct debit payment of £77.94 for quarterly waste collection from the Burial Ground**  
NOTED
  - d) **To consider contributing to a new office chair for the clerk £18.81 + £3.76 VAT**  
It was AGREED that the Council would contribute to a new office chair for the clerk at the above cost.
7. **Highways/Footpaths:**
  - a) **To consider any footpaths or highways issues for reporting to Balfour Beatty**  
The clerk gave feedback on the issues raised at the last meeting. The following items were raised for logging:
    - The saltbox on Catley Lane corner with the Bromyard Road is broken and needs replacing and securely reinstating on the bank.
  - b) **To consider any work for the lengthsman**  
The lengthsman queried whether the Council would like him to erect a small picket fence around the compost site at the burial ground. It was RESOLVED that Cllr Patrick Whitehead would take a look and come back to the Council with his thoughts. It was REQUESTED that the lengthsman take a look at the Brook Lane sign and straighten if need be.
  - c) **To consider an update on the placing of "Unsuitable for HGVs" signs at each end of Catley Lane**  
The clerk REPORTED that she was still waiting for an update from Balfour Beatty
  - d) **To Receive an update on highway issues at the Cradley End of the village**  
The clerk REPORTED that she was still waiting for an update from Balfour Beatty

**e) To consider purchasing a SID for the parishes**

The clerk REPORTED that the approximate cost of one SID is £3000. She reminded the Council that The Police and Crime Commissioner had grant money that could fund up to 50% of a SID. It was RESOLVED that further details were needed before a decision could be made. It was AGREED to defer this item until the clerk had all the answers requested.

**f) To consider applying for funding for drainage issues in the parishes**

The clerk REPORTED that limited funding was available – and the first tranche of applications has closed. The clerk REPORTED that she had received an email saying incorrectly that the Parish Council were not eligible to apply as they do not operate a lengthsman scheme. Despite complaining by email and phone, on several occasions, the clerk had received no response from Balfour Beatty. Cllrs AGREED to write to Balfour Beatty to complain about this inaccuracy – and to copy in the Ward Councillor.

**8. To consider the ongoing issue with rubbish at the Forge Bank Garages.**

It was AGREED to defer this item until Cllr Liz Cooke is present.

**9. To note that the recent vacancy on the Parish Council can now be filled by co-option.**

NOTED. It was AGREED that Cllrs should try and "recruit" interested parishioners.

**10. To consider submitting a response to the "Affordable Housing" consultation from Herefordshire Council**

It was RESOLVED that Cllr Patrick Whitehead would draw up a response for submitting on behalf of the Parish Council. It was AGREED that this would be circulated and approved for submission by email as the deadline is in early August.

**11. Information Section and Correspondence:**

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

None

**b) Correspondence:**

The clerk reported that she had received an email from someone wanting detail on the Swinmore Common Chapel. It was NOTED that no one knew any details on it – although Cllr Julie E. Baker AGREED to contact one further person. It was NOTED that a website on historic buildings may be a useful place to start.

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

None

**13. To note the date of the next Parish Council meeting – 3rd September 2020 – Online via Zoom**

NOTED

*The meeting closed at 8.10pm*

Signed: \_\_\_\_\_



Dated: 3rd Sept 2020