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**Minutes of the meeting of the Parish Council
held online via Zoom – due to the Coronavirus Pandemic
on Thursday 3rd September 2020 at 7.30pm**

Present: Councillors Julia Boyle (Chair), Sven Bosley, Julie E Baker, Tim Newsholme, Joe Hayes, Patrick Whitehead and Charlie Ferrier.

In attendance: Emma Thomas – Parish Clerk
Ward Cllr Tony Johnson.
Mr Jeff Wheeler - Event Organiser and Resident Liaison Officer for Hills Ford Three Shires Stages Event.

Public: 1

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

Apologies were RECEIVED and ACCEPTED from Rachel Lovering – work, and John Joyce-Townsend – unwell and Liz Cooke – personal reasons.

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 2nd July 2020

The minutes were APPROVED and duly signed by the Chair.

4. To welcome and receive a brief update from Mr Wheeler – Event Organiser and Resident Liaison Officer for Hills Ford Three Shires Stages Event.

The Chair welcomed an official from Cheltenham Motor Club, who provided details of the Hills Ford Three Shires Stages car rally which will be held next year on Sunday 5th September 2021. The route will involve the closure of some public roads in the parish of Coddington on that day, in accordance with new laws allowing motorsport events to take place on closed roads under the Road Traffic Act. All properties and / or businesses directly affected by the road closures will be personally visited by a member of the organising team as soon as practically possible once the route is confirmed. This will only be carried out in accordance with government advice, in view of the current ongoing Coronavirus outbreak. Other properties / businesses indirectly affected but within close proximity to the closed roads will also be notified by letter nearer to the event.

Mr Wheeler left the meeting

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

No items were raised.

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

Cllr Johnson gave a brief report which included the following item – highway alterations in Hereford City. Other information had been previously circulated to Cllrs via email.

7. Planning

a) To consider the impact of the new Central Government Planning Reforms White Paper.

Concerns were raised about the forthcoming planning white paper. Cllr Tony Johnson AGREED to continue to keep the Parish Council informed. The clerk REQUESTED that he ask Cllr Harrington why she had received no planning updates as agreed at the NDP meeting at the end of 2019.

b) To consider giving a response to the Herefordshire Housing and Economic Land Availability Assessment (HELAA) 2020

c) It was AGREED that Cllr Patrick Whitehead, alongside the Clerk, should formulate a response for submission. The clerk RECOMMENDED that providing Herefordshire Council with sites included within the NDP would be good practice.

c) To consider updating the Policy for Reviewing Planning Applications

It was RESOLVED to update the policy as per the Planning Committee's recommendation. (Cllr Patrick Whitehead – Proposer; Cllr Sven Bosley – Seconder – all in agreement)

Cllr Tony Johnson and the parishioner left the meeting.

8. Finance:

a) To Consider September finance report – incl budget monitoring and bank reconciliation – Appendix 1

The clerk REPORTED that the budget was underspent for the period. The report was APPROVED as evidence of budget monitoring and bank reconciliation.

b) To note payments made between meetings under Clerk's delegated authority.

853 – Autela Payroll Services £60.24

854 – Eyelid Productions – Annual web support; hosting and domain name £160

855 – PKF-Littlejohn LLP – Audit fee 2019-20 £240

856 – Clerk's August Salary

The above payments were NOTED

c) To consider payments of outstanding accounts:

857 – Clerk's September Salary

858 – Clerk's September expenses £170.43

859 – HMRC – PAYE £288.60

860 – Lengthsman August maintenance £618.53

The above invoices were APPROVED for payment and the cheques were signed.

d) To note the external auditors report and certificate for the 2019-20 Annual Governance and Accountability Return (AGAR) Appendix 2

The External Auditors Report was NOTED – and there was no issues RAISED. It was NOTED that the clerk will now publicise the Conclusion of Audit notice. The clerk was thanked for her efforts in producing a clean audit.

e) To note the direct debit payment for the ICO £35 due to be taken on 5th October 2020

NOTED

9. Highways/Footpaths:

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

The following items were NOTED for reporting:

- The PFO would like BB to be reminded that blocked footpaths should be cleared in 28 days.
- The Salt Box on Catley Lane has been refilled but not re-sited or mended.
- Why is the footpath around the churchyard closed?

b) To consider any work for the lengthsman including approval for a picket fence in the Burial Ground

The following tasks were NOTED for undertaking by the lengthsman:

- To clear the kerb by Aylescroft.
- To erect the picket fence in the burial ground as soon as possible to tidy up the area.
- Cllr Joe Hayes will advise the clerk on the stones needed to fill the pothole by the Burial Ground.

c) To consider an update on the placing of "Unsuitable for HGVs" signs at each end of Catley Lane

d) To Receive an update on highway issues at the Cradley End of the village

The clerk REPORTED that the above two items were underway and being costed by Balfour Beatty.

e) To consider an update on purchasing a SID for the parishes

The clerk REPORTED that she had obtained the insurance information and SID details as requested. These had been previously circulated. It was RESOLVED that the clerk should now get firm quotes for 1 and 2 SID's. Any ongoing costs should also be requested.

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

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

11. To consider submitting a response to the Herefordshire Council Car Parking Charges Review 2020

It was RESOLVED to submit no response as a decision had already been made.

12. To consider Parish Council meeting venues up to and including April 2021

It was RESOLVED to continue meeting via Zoom for the foreseeable future.

13. Information Section and Correspondence:

a) To Review Outstanding Actions and updates

None

b) Correspondence: - Talk Community Hub

This was NOTED.

- 14. To Raise Items for Next Scheduled Parish Council Meeting (no discussion)**
Central Government Reform White Paper

- 15. To note the date of the next Parish Council meeting – 1st October 2020 – Online via Zoom**
NOTED

The meeting closed at 20.27

Signed: _____

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Dated: 1st Oct 2020