



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

**Minutes of the Meeting of the Parish Council
held at Bosbury Parish Hall
on Thursday 6th October 2022 at 7.30pm**

Present: Councillors: Charlie Ferrier (Chair), Sven Bosley, Rachel Lovering, Joe Hayes, Liz Cooke, Ian Stephens, Dave Grimes and Emily Hicks

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

Public: 4

1. **To Accept any Apologies for Absence and Note the Reason**
Apologies were RECEIVED and ACCEPTED from Cllrs: Tim Newsholme – unwell and Julia Boyle – family reasons
2. **To Record any Declarations of Interest and Consider any Requests for Dispensations**
Cllr Joe Hayes DECLARED DPI's against items 8c and 9a, and SIGNED the Register of Interest book.
3. **To Consider Approval of Minutes of Parish Council meeting held on 1st September 2022**
The minutes were APPROVED and duly signed by the Chair.
4. **To Receive a brief Report from Ward Councillor Tony Johnson**
Cllr Johnson had emailed his apologies as he is unwell.

Cllr Julie Baker joined the meeting

5. **Public Participation Session for Local Residents to raise matters relevant to the Parish Council**
The following items were RAISED:
 - Could an update be given on the request for alterations to the white lines outside Book Cottage, Bosbury? –
Yes – the clerk will find out.
 - Trees are being removed from along the river behind Brook Cottage – Is this permitted? *The clerk will contact HC tree officer.*
 - Thanks were given to Cllr Liz Cooke and Cllr Dave Grimes for collectively raising £624.64 at the McMillan Coffee Morning.
6. **To consider the following planning application for determination by Herefordshire Council**
221362 - Lower House Farm, Munsley, Ledbury, Herefordshire HR8 2SJ
Erection of a single storey extension, replacement porch and summer house, replacement doors and windows, together with associated hard and soft landscaping. Works include change of use of a small section of paddock to residential curtilage for realignment of driveway.
Members of the public were given permission to speak about their concerns regarding this application. These concerns included the following issues:
 - The "summerhouse" is very close to the boundary with the next-door property and will overshadow some of it.
 - The "summerhouse" appears overly large at 5m high to be described as such.
 - Established trees and a wildlife pond are not shown on the application, and neither is a building adjacent to the site.
 - There is no mains sewerage at the site as listed in the application.
 - Many trees have been felled and the ecology of the area is being damaged.

It was RESOLVED to support the application alongside the following conditions and comments:

 - A condition be put on the "summerhouse", that it cannot be used as a commercial property or as an individual dwelling in the future.
 - There is no mains sewerage in the area (as stated incorrectly in the application) so drainage needs to be looked at carefully.
 - There appears to be no ecological report
 - A significant number of trees are being felled. Is this in accordance with the license for the site?

4 members of the public left the meeting

7. Finance:

a) To Consider the October finance report and bank statements. – Appendix 1

The clerk REPORTED that the budget remained under-spent – as planned – in order to raise further funds for a play area at Forge Bank. The report was signed as evidence of budget monitoring and bank reconciliation.

b) To Consider Payments of Outstanding Accounts:-

- Clerks October Salary
- Clerks expenses £115.60 – previously circulated
- HMRC PAYE £29.60
- Mr. A Thomas – Lengthsman tasks – June – Sept £644.00
- Autela Payroll Services £51.61

The above invoices were APPROVED for payment by BACS

c) To consider setting the draft budget and precept for consideration at the November meeting

It was AGREED that Cllr Tim Newsholme should meet with the clerk and prepare a draft budget for approval at the November meeting.

d) To consider updating Standing Orders in line with new procurement legislation.

It was RESOLVED to adopt the updated Standing Orders to take into account new procurement legislation (Section 18) and to update item 26b to include three Councillors.

8. Highways/Footpaths:

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

It was REPORTED that the clerk and PFO attended a PFO meeting held by Herefordshire Council. Organisational details are still being worked on. Mr Boyce was thanked for all the hard work he puts into the role of Parish Footpath Officer. It was NOTED that both the PFO and a parishioner had been rudely spoken to by HC's Footpath Enforcement Officer. It was AGREED the clerk would report this as unacceptable.

The clerk REPORTED that feedback has been received on the broken bridges on BZ31 (ecologists going to look at the site for badgers) and CS8 (no date for replacement)

The following items were NOTED for reporting:

- Potholes on Haywood Lane between Cold Green Farm and Shilo
- Water leak on the highway outside Stanley House
- Can the PC pay for a replacement bridge and reclaim the money from HC?

b) To consider any work for the lengthsman

None

Cllr Joe Hayes left the meeting

c) To consider the quotes for the drainage works at Raycombe Lane

The clerk REPORTED that despite two further quotes being sought, none had been forthcoming. Due to the time critical nature of the problem, it was RESOLVED to appoint JH Landscaping to complete the works as per the quotation received. It was NOTED that the lengthsman had looked for drains but could not find any; and that the Locality Steward has put in a request for the pipes to be jetted. Cllr Hayes will liaise with the Locality Steward over the works.

Cllr Joe Hayes re-joined the meeting

d) To consider options for a safer entrance to the Bean Field site

It was NOTED that parking around the building site had improved recently.

9. Environment:

a) To consider an update on installing a play area and fence at Forge Bank and next steps.

It was REPORTED that the hedge had still not been cut, but would be soon.

Cllr Joe Hayes left the meeting

It was RESOLVED to appoint EGF Agricultural and Equestrian Fencing to undertake the work to replace the fence alongside the car park in Forge Bank. It was AGREED that Cllr Liz Cooke would oversee the works and ensure that the correct number of posts were used.

Cllr Joe Hayes re-joined the meeting

b) To consider an update on the planting of wildflowers in the parishes

An update has been received from Dr. Clive Killick and the clerk has REQUESTED that Balfour Beatty remove these two areas from the mowing list.

c) To consider an update on the purchase of a new bench for the community area

It was NOTED that as The Three Shires car rally was cancelled, there will be no grant money for a bench this year. It was RESOLVED that the clerk should take photos of three-seater benches available for purchase at the Hop Pocket for circulation and approval by Cllrs by email. A maximum cost of £300 was AGREED.

10. War Memorial

a) To consider adding a plaque detailing names of those who have died in later wars.

The clerk REPORTED that she had contacted the WMT for recommended suppliers of plaques but that they do not give recommendations. It was AGREED that two brass plaques were needed to accommodate the names missing. It was AGREED that Cllr Ian Stephens would ask Westbury Shoe Repairs and Key Cutting in Ledbury for a quote. Due to Remembrance Day approaching it was AGREED that Cllr Stephens could authorise the making and installing of the plaques up to a sum of £500.

b) To consider the quotes received for the repair and maintenance of the memorial.

It was REPORTED that one quote had been received for repairs. Another will be sought for discussion at the next meeting. The clerk will forward Cllr Stephens a possible contact.

11. Information Section and Correspondence:

- Email from Cllr John Harrington regarding highway safety at Temple Court – *this has been passed to Mr. Simon Hobbs at HC to evaluate.*
- Email from planning enforcement with regards works at Palace Farm – *A retrospective planning application is due to be submitted.*
- Ledbury Town Council Regulation 16 NDP Consultation – open for comments until the 11th November 2022 – NOTED
- Correspondence received from Mr. Bill Wiggin MP re PC's and churches – NOTED
- S106 monies available in the parish – *The clerk will query this as nothing from the PC's wish list has been included*

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

- Planning Enforcement at The Moats, Bosbury; Drainage issues outside Briarcroft

13. To note the date of the next Parish Council meeting – 3rd November 2022 – at Bosbury Parish Hall
NOTED

A resolution was passed to exclude the press and public from the following confidential item

The Parish Footpaths Officer – Mr James Boyce left the meeting

14. To consider the clerk's annual appraisal and salary review.

It was REPORTED that the Clerk's annual appraisal had been undertaken and no issues were raised by either side. It was NOTED that a national pay-rise is with Unions at present. The Clerk will inform the Council if/when this comes into force.

The meeting closed at 21.14

Signed: _____

Dated: 03.11.22