



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

**Minutes of the Annual Meeting of the Parish Council
held at Coddington Church
on Thursday 18th May 2023 at 7.30pm**

Present: Councillors: Sven Bosley, Julie E. Baker, Rachel Lovering, Tim Newsholme, Dave Grimes, Julia Boyle, Liz Cooke, Ian Stephens, Emily Hicks, Patrick Whitehead and Joe Hayes

In attendance: Emma Thomas – Parish Clerk
Ward Councillor Helen Heathfield
Mr Charlie Ferrier – Out-going Chair of the Group Parish Council

Public: 2

Mr Ferrier chaired item one of the agenda

1. To Elect the Chairman of the Council and to receive Chairman's signature on Declaration of Acceptance of Office

It was **RESOLVED** that Cllr Patrick Whitehead would be Chair of the Group Parish Council for the coming year. He signed his Declaration of Acceptance of Office form and took over the Chair of the meeting.

Mr Ferrier left the meeting

2. To Elect the Vice-Chairman of the Council

It was **RESOLVED** that Cllr Julia Boyle would be Vice-Chair of the Group Parish Council for the coming year.

3. To Accept any Apologies for Absence and Note the Reason
None

4. To Record any Declarations of Interest and Consider any Requests for Dispensations
None

5. To Remind Councillors to submit their Register of Interests forms to Herefordshire Council within 28 days of election.

Cllrs were **REMINDED** to submit their Register of Interest forms and Election Expenses forms to Herefordshire Council.

6. To receive Cllrs Declaration of Acceptance of Office forms

The Clerk **CONFIRMED** that she had received all Declaration of Acceptance of Office forms prior to the meeting starting.

7. To Consider Approval of Minutes of Parish Council meeting held on 6th April 2023

The minutes were **APPROVED** and duly signed by the Chair.

8. To Receive a brief Report from Ward Councillor Helen Heathfield

Cllr Heathfield was welcomed to the meeting. Her report included the following items:

- Busy chasing up planning enforcement issues.
- Keen to hear more about the play area plans

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

The following items were **RAISED**:

- The hedge by the road on the Bean Field has been reinstated
- The white gate at the Cradley end of the village has been broken. Can Cotswold Oak replace with a like for like? *The clerk will email them*
- The play area already has litter on it. Will this be monitored? *Yes*
- Can the Council consider appointing Junior Councillors to assist with the play area? *For a future agenda*
- The lights at the show house on the Bean Field are on all the time. Can they be turned off at night? *The clerk will ask.*
- What is happening re planning issues at the "Donkey Shacks"? *This is with Enforcement*

Two members of the public left the meeting

10 To Review Committee Structures, areas of responsibility, and to appoint members to serve as required:-
10.1 To note the Cllr meetings attendance record for 2022-23

NOTED

It was **RESOLVED** to appoint Cllrs to the following roles for the coming year:

10.2 Planning Committee: Sven Bosley, Julia Boyle, Liz Cooke, Ian Stephens, Tim Newsholme and Patrick Whitehead

10.3 Staffing Panel: Patrick Whitehead, Julia Boyle and Joe Hayes

10.4 Traffic and Speed Management Cllr: Julie Baker

10.5 Lengthsman Liaison Cllr: Joe Hayes

10.6 Quarterly Finance check / Bank reconciliation: Tim Newsholme

10.7 Bank Signatories: Sven Bosley, Julie Baker, Joe Hayes, Liz Cooke, Julia Boyle, Dave Grimes, Emily Hicks, Patrick Whitehead and Ian Stephens

10.8 Footpaths Officer: Mr James Boyce with Liz Cooke as deputy.

10.9 Play Area Working Group: Liz Cooke, Emily Hicks, Julie Baker and Ian Stephens

10.10 S106 Working Group: Liz Cooke, Patrick Whitehead, Julia Boyle, Joe Hayes, Emily Hicks, Dave Grimes and Ian Stephens

It was requested that S106 monies be added to the next agenda.

11 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**
- 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
- t) Reserves Policy – Appendix 20

It was **RESOLVED** to re-adopt all of the above policies not in bold as there had been no changes and they are still relevant to the workings of the Parish Council.

It was **RESOLVED** to adopt the updated Financial Regulations to allow the clerk to use her delegated authority to make payments between meetings up to the £750 if necessary.

The Risk Schedule and Finance Controls were considered. It was **AGREED** that the risks faced by the Parish Council had been adequately considered and mitigations put in place – although it was **NOTED** that the lengthsman's role should be added. The schedule was **ADOPTED** and it was **AGREED** that the alterations would be discussed by the Clerk and Cllr Joe Hayes and an up-dated schedule re-presented for approval at the June meeting.

It was **AGREED** that the Asset Register was an accurate reflection of the assets owned by the Parish Council.

u) To consider agreement to continue to comply with the Transparency Code

It was **RESOLVED** to continue to comply with the Transparency Code

v) To remind councillors of self-disqualification law

Cllrs were **REMINDED** of the need to attend at least one meeting every six months to remain as a Councillor.

w) To confirm eligibility to act under the General Power of Competence

The clerk **CONFIRMED** that the Council were eligible to act under the General Power of Competence. It was **RESOLVED** to do so.

12. Finance:

a) To note the End of Year 2022-23 finance report and bank statements. – Appendix 21

The End of Year report and bank statements were **NOTED**

b) To consider and Approve Internal Audit Report – Appendix 22

The Internal Audit report was considered and **APPROVED**. There were no issues raised therein.

- c) To consider and Approve the Annual Return Governance Statement – Appendix 23
The Annual Governance Statements were considered, agreed and APPROVED. The statements were signed by the Chair and the Clerk.
- d) To consider and Approve the Annual Return Accounting Statements – Appendix 24
The Accounting Statements were considered and APPROVED. They were signed by the Chair.
- e) To confirm exemption from the external audit process and sign the certificate – Appendix 25
It was CONFIRMED that the Group Parish Council is exempt from needing an external audit. The Chair and the Responsible Financial Officer SIGNED the Certificate of Exemption.
- f) To review the parish council insurance policy and decide on any amendments required and renew - £551.39
It was AGREED that the insurance still adequately covered the needs of the Group Parish Council. It was RESOLVED to pay the invoice by BACS.
- g) To consider the internal auditor for 2023-24
It was RESOLVED to continue to use Mr Philip Brough as Internal Auditor for the coming year. He was thanked for his hard work with this.
- h) To consider continuing to use the “payments and receipts” accounting method for 2023-24
It was RESOLVED to continue to use the receipts and payments accounting method for the coming year.
- i) To consider the clerks delegated authority to make payments between meetings as required
As approved under item 10, it was RESOLVED that the clerk has delegated authority to make payments between meetings up to £750 should the need arise.
- j) To note the VAT return for 2022-23
It was NOTED that a claim for £626.68 has been made and already repaid.
- k) To consider payments of outstanding accounts:-
- Clerks May Salary
 - Clerks expenses £17.72 – previously circulated
 - Community HeartBeat Trust – Annual Service Agreements - £453.60
- It was RESOLVED to pay the above invoices by BACS

13. Planning:

To consider the following planning applications for determination by Herefordshire Council

- a) 223919 - Land to the east of Brook Lane, north of B4220, Bosbury,
Proposed variation of condition 2 of planning permission 211480 (Proposed erection of 21 dwellings, balancing pond, landscaping and associated works)- amendments to the previously approved plans which include, removal of Steps onto Brook Lane, Alterations to the materials proposed for plot boundaries, removal of footway to northern edge of access road, alterations to the design of the house types, internal layouts and garages, Pumping Station omitted, Reduction in width of path running along frontage of plots 4-18, replacement of block paving courtyards with tarmac and updated street scene against finish finished floor Levels.
It was RESOLVED to OBJECT to this application as per the objection submitted 3rd February 2023:
- The footway to the northern edge of the access road should not be removed as this will make access to Bosbury more dangerous for pedestrians.
 - The footpath width should not be reduced as this will be more difficult for some users.
 - The block paving should not be replaced with tarmac unless the tarmac is going to be porous as this will increase run-off and potential flooding.
 - The height of the site appears to have been significantly raised during build works – the datums need checking against those originally approved. The impact of this is that increased flooding of Brook Lane and the properties near Dowdings Brook has already been experienced. No soil has been removed from site throughout the works. Furthermore the buildings now have a greater impact on the surrounding area as a result of the increased base height.
 - It should further be NOTED that the balancing pond has been at capacity for months now – the contractor has been pumping excess water from the pond along the highway and causing flooding issues for properties at the bottom of Brook Lane – as well as making the highway extremely dangerous during the icy period. There should be no excess run-off from this site following this construction and any of the above changes to conditions that could cause an increase in run-off should be prevented. It is sincerely hoped that Cotswold Oak with exercise their Duty of Care and alleviate any run-off from the site and the subsequent damage to properties further down the hill.
 - The request for the removal of the pumping station by Severn Trent Water has been noted. It is hoped that the proposed system does not create further problems with flooding on Brook Lane.
 - Following testing of Dowdings Brook for phosphates, it has been noted that there has been a significant and damaging rise in levels since this development has been on-going.

As requested before, the Parish Council would very much like to meet with the Planning Officer to discuss the significant concerns raised above.

b) 214472 – Rook Row Farm, Mathon, WR13 5PR

Proposed use of agricultural land for seasonal worker accommodation and associated physical works which included the creation of access tracks and areas of hardstanding, and the installation of a package treatment plant and drainage field (Retrospective)

It was RESOLVED to OBJECT to this application for the following reasons:

- The activity taking place at Rook Row Farm is more akin to Light Industrial now and not Agricultural. A planning application for this needs to be submitted before any other application is approved in order that tonnage and delivery hours can be regulated.
- The size of the lorries has increased significantly and are damaging the highways and causing distress to residents as there is no limit on the hours and times of delivery.
- The workers are not seasonal but rather all year round employees
- The workers caravans are very close to a listed building.
- The site borders an AONB
- As the treatment plant has been installed without any application, can the PC have assurance that it is adequate for the purpose and has a maintenance schedule attached to it?
- Drainage from the treatment plant is going straight into the river.
- Retrospective applications should be discouraged.

14 Highways/Footpaths:

a) To consider an update on using S106 money to purchase a SID and next steps

It was REPORTED that the quote remained the same although the camera is no longer allowed to be installed on public highways. It was confirmed that the price of 2 SID's is £6930 + VAT. It was RESOLVED that these should be ordered quickly by the clerk – while they were in stock. It was AGREED that delivery should be made to Cllr Joe Hayes. It was NOTED that the concrete pad at the Ledbury end of the village may need repairing. Cllr Joe Hayes AGREED to look at it. It was AGREED that the clerk would obtain quotes for the poles. It was NOTED that the cost of the poles and repair of the concrete would probably not be covered by S106 money but come out of the highways budget. It was AGREED that if need be the clerk could pay for the SID's out of PC funds and reclaim the S106 money from HC.

b) To consider a response to the TRO consultation - 30mph speed limit extension and 40 mph speed limit.
It was RESOLVED to support the speed limit extension and speed limit alterations

15. Information Section and Correspondence:

None

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

Forge Bank Play Area; Unowned Commons in the Parishes; Planting a tree to commemorate the Coronation of King Charles III; Platform Housing Fly-tipping letter; works for lengthsmen; highways issues for reporting; NDP Review Working Group. It was AGREED that Clive Killick should be invited to the June meeting to give an update on the wildflower areas.

17. To note the date of the next Parish Council meeting – 1st June 2023 – at Coddington Church

NOTED

The meeting closed at 21.14

Signed: _____



Dated: 1-6-23