



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 at Coddington Church  
on Thursday 6th July 2023 at 7.30pm**

**Present:** Councillors: Patrick Whitehead (Chair), Julie E. Baker, Rachel Lovering, Dave Grimes, Julia Boyle, Ian Stephens, Emily Hicks and Joe Hayes

**In attendance:** Emma Thomas – Parish Clerk  
Ward Councillor Helen Heathfield  
James Boyce – Parish Footpaths Officer

**Public:** 2

1. **To Accept any Apologies for Absence and Note the Reason**  
Apologies were RECEIVED and ACCEPTED from Cllrs: Sven Bosley – Family; Liz Cooke – Family and Tim Newsholme - work
2. **To Record any Declarations of Interest and Consider any Requests for Dispensations**  
Cllr Emily Hicks DECLARED a NPI against item 10a and SIGNED the Register of Interest Book
3. **To Consider Approval of Minutes of Parish Council meeting held on 1<sup>st</sup> June 2023**  
The minutes were APPROVED and duly signed by the Chair
4. **To Receive a brief Report from Ward Councillor Helen Heathfield**  
Cllr Heathfield's report included the following items:
  - Children's Services is now showing signs of improvement.
  - There is full funding available for electric car charging points. If anyone knows where one can be sited in the parishes – let the Ward Cllr know.
  - The Ward Cllr has been appointed to the Joint Advisory Committee on the AONB ( Malvern Hills)
  - She has been busy with planning, waste management, housing issues to name a few.A question was asked re Rook Row Farm planning matters.
5. **Public Participation Session for Local Residents to raise matters relevant to the Parish Council**  
The following items were RAISED:
  - Speed of traffic concerns throughout Bosbury.
  - Environmental comment
6. **Finance:**
  - a) **To consider the July 2023 finance report and bank statements. – Appendix 1**  
The clerk REPORTED that the budget heading "traffic calming" appears significantly overspent as the S106 money to cover the cost of the SIDs is awaited. The report was APPROVED and signed as evidence of budget monitoring and bank reconciliation.
  - b) **To consider payments of outstanding accounts:-**
    - Clerks July Salary
    - Clerks expenses £15.22 – previously circulated
    - Autela Payroll Services - £54.58
    - HMRC PAYE - £319.80
    - Eyelid Productions Ltd – Web support; domain name and web hosting £170.00
    - Hudson Stonework Ltd – War Memorial works as previously agreed - £1377.60The above invoices were APPROVED for payment by BACS
  - c) **To note the quarterly direct debit payment of £47.71 for waste collection.**  
NOTED
7. **Highways/Footpaths:**
  - a) **To consider an update on the purchase of two SID's and next steps**  
The clerk REPORTED that the SID's had been purchased and delivered. The Locality Steward has been contacted about opening up the covers on the SID bases to allow them to be installed. The clerk will chase him up to get this done. It was NOTED that the clerk has since been informed by Herefordshire Council, they are now not minded to approve two SIDS being permanently installed. The S106 Officer has agreed to go back to them on this as a nearby Council has been allowed to do it and it is a nonsensical ruling as SIDs have been in these places for years. It was REQUESTED that the Ward Cllr take this up with Herefordshire Council. 07/23



**b) To consider any highway or footpath issues for reporting**

The following items were RAISED:

- Potholes on the Coddington boundary between Strangways and Pound Farm.

*One member of the public joined the meeting*

**c) To consider the replacement of the bridge at Catley Court**

The clerk REPORTED that she has yet to hear back from Herefordshire Council on this matter. It was AGREED that the Ward Cllr should chase this up.

**d) To consider requesting some "Warning – Horse and Rider" signs are erected in the lanes of the parishes**

It was RESOLVED that the clerk would fill in the Community Commissioning forms for this and submit them to Balfour Beatty for consideration.

**8. To receive an update from the S106 working group and approve an updated S106 wish list – Appendix 2**

The update was NOTED. It was RESOLVED to approve the wish list in the report and submit this to Herefordshire Council. Both Andrew Houston and Greg Speller were thanked for the time they took to meet with the Parish Council.

**9. To receive feedback from the meeting held with Cotswold Oak at 5pm today and next steps**

It was REPORTED that three Cllrs and the clerk met with the Construction Director and Site Manager for Cotswold Oak earlier in the day. The following topics were discussed:

- Have the site levels been raised from the original application? – Yes, (for houses 1 – 3 and approved via planning) – *this was due to the need to replace the planned pumping station for a more robust gravity fed model thus bypassing the Brook Lane Pumping Station and going straight into the system at the top of Brook Lane instead. Exact changes in the levels will be emailed to the clerk shortly.*
- Will the rather stark looking block-work building facades be covered? Yes, *they will be clad. There is also due to be landscaping and tree planting completed which will assist with this. The approved landscaping plans will be sent to the clerk.*
- Will the footpaths remain in the plans? Yes, *they are already completed.*
- Will the access way onto Brook Lane be installed? Yes, *this will now be re-included in the plans following feedback from parishioners and the Parish Council*
- Will the balancing pond be adequate for the water from the site and how will it be managed to prevent blockages in the Dowdings Brook? Yes, *the pond has been sized for a one in a hundred year storm. There has been a hydro-brake fitted to prevent too much water leaving the pond and flooding Brook Lane.*
- If this is the case, why did Brook Lane flood last year? *The pond was not fully built and there was a human error in the release of water onto the lane. Residents were contacted.*
- The Parish Council is considering using the S106 highways money to put a crossing in place from Templers Chase to Forge Bank – is this something Cotswold Oak may be able to assist with? *This will be considered and a response given shortly.*
- The Parish Council are in the process of installing a play area at Forge Bank. As there is due to be some sort of recreational area installed at Templers Chase, might this be something that Cotswold Oak and the PC could work together on? *This will be considered and a response given shortly.*

The Parish Council were delighted to open up channels of communication with Cotswold Oak. It was NOTED that the Primary School has been on a visit to the site and support has been given for the School Fete. Cotswold Oak were thanked for taking the time to meet.

**10. Environment:**

**a) To consider an update on obtaining quotes to write a letter to Platform Housing re fly-tipping**

It was NOTED that no solicitors details had been sent to the clerk. It was AGREED to defer this item

**b) To consider sites to plant a tree to commemorate the coronation of King Charles III**

It was RESOLVED to defer this item until further discussions had been held.

**c) To consider a response to the Malvern Hills AONB Partnership Consultation**

It was RESOLVED to submit a response supporting the work being undertaken.

**d) To consider a response to the Herefordshire Minerals and Waste Local Plan Examination Post-hearings Modifications Consultation**

It was RESOLVED to submit a response supporting the work being undertaken.

**11. Lengthsman**

**a) To consider any tasks for the lengthsman**

None

**b) To consider signing the Lengthsman Contract with Balfour Beatty**

It was RESOLVED to sign the contract. It was further RESOLVED to request match funding of £2000 to support further works.

**12. To consider updating the three policing priorities for the parishes**

It was RESOLVED that the three priorities are: Speeding through Bosbury Village; Speeding on the B4220 by Norbridge; Increased Police presence in both Parishes – including the Traveller sites in Coddington.

**13. To receive an update from the Play Area Working Group and next steps**

It was RESOLVED to defer this item until September to allow the Working Group to meet in the summer.

**14. To consider appointing Junior Cllrs**

It was AGREED to appoint Junior Representatives and allocate a slot on each agenda for them to make representations and give feedback to the Council.

**15. Information Section and Correspondence:**

- Response from Balfour Beatty regarding sandbags – NOTED – Cllr Julie Baker will see if there any old parish bags remaining.
- Response from Balfour Beatty regarding the weight of the Bosbury highway bridge – NOTED. The Ward Cllr will take this up with Balfour Beatty.
- Three Shires update - NOTED
- Invitation to visit Adhistana wildflower meadow - NOTED
- Planning Enforcement response re Palace Farm, Bosbury – NOTED. The clerk will go back to Planning Enforcement stating that this is an inadequate response and request planning is submitted. The Ward Cllr will also look into this.

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

Clerk's annual appraisal; Update on details received from Cotswold Oak.

**17. To note the date of the next Parish Council meeting – 7<sup>th</sup> September 2023 – at Bosbury Parish Hall**

NOTED

*The meeting closed at 20.55*

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



Dated: 7-9-23