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**Minutes of the Meeting of the Parish Council  
held at Bosbury Parish Hall  
on Thursday 2<sup>nd</sup> November 2023 at 7.30pm**

**Present:** Councillors: Patrick Whitehead (Chair), Sven Bosley, Ian Stephens, Emily Hicks, Joe Hayes, Tim Newsholme, Rachel Lovering and Liz Cooke

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

**Public:** 0

- 1. To Accept any Apologies for Absence and Note the Reason**  
Apologies were RECEIVED and ACCEPTED from Cllr Julia Boyle – family; Julie E Baker – unwell; Dave Grimes - work
- 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 5<sup>th</sup> October 2023**  
The minutes were APPROVED and duly signed by the Chair.
- 4. To consider representations from Junior Representatives and set up a Working Group**  
It was AGREED defer this item until February. It was NOTED that the School Council may wish to attend a meeting.
- 5. To Receive a brief Report from Ward Councillor Helen Heathfield**  
Not present
- 6. Public Participation Session for Local Residents to raise matters relevant to the Parish**  
None
- 7. Finance:**
  - a) To consider the November 2023 finance report and bank statements. – Appendix 1**  
The clerk REPORTED that there was little change since October and finances remained healthy. The report was APPROVED and signed as evidence of budget monitoring and bank reconciliation.
  - b) To consider payments of outstanding accounts:-**
    - Clerks November Salary
    - Clerks expenses £67.76 – previously circulated
    - HGN Membership £24.00
    - Andy Thomas – Lengthsman works – May- Oct £1195.00
    - Autela Payroll Services - £54.58
    - Cllr Julie Baker – Play Area Consultation refreshments as agreed £16.94The above invoices were APPROVED for payment by BACS
  - c) To consider the draft budget and precept figure for 2024-25 – Appendix 2**  
The draft budget was considered. It was RESOLVED to approve the budget and keep the precept at £20,500
- 8. Highways/Footpaths:**
  - a) To consider an update on the purchase of two SID's, funding, installation and next steps**  
The clerk REPORTED that she had spoken to Herefordshire Council and given them the bank details so payment for one SID from S106 monies could be paid. The remaining payment to cover the second SID is on hold until a complete plan for the remaining S106 money is agreed.  
The following report was submitted by email from Cllr Baker:  
*The one at the Cradley end has now been installed and the one at the Ledbury end has now been re-installed with the longer poles and solar panels so both will now be collecting data. I tried to download the data from the Ledbury end one earlier this week and had some trouble downloading it although the Bluetooth seems to be working so I will try and sort that out. I have spoken to Cllr Dave Grimes who has agreed to take over downloading the data so I will liaise with him to show him what needs to be done. Thank you again to Cllr Sven Bosley for putting up the SIDS for us.*  
Thanks were given to Mr J. Boyce for collecting the poles



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

The following items were NOTED for reporting:

- The pavement outside Delvern is a Health and Safety hazard.
- The drain outside Birchley is blocked and over flows when it rains.
- The bridleway from the Noverings – across Beacon Hill is blocked by fallen trees – the Footpath Officer agreed to take a look and try and find out who the land owner is.
- The list of closed footpaths is out of date and incorrect.

It was NOTED that the quote to fix the bridge at Catley is now no longer valid. Frustration was expressed that Herefordshire Council's inability to respond to the Parish Council's offer to fund a replacement has meant that the bridge will remain broken.

**c) To consider an update requesting some "Warning – Horse and Rider" signs are erected and next steps**  
It was AGREED to defer this item until December

**9. Environment:**

**a) To consider an update on planting trees at Coddington and Brook Lane to commemorate the coronation of King Charles III and next steps**

It was REPORTED that no update had been received from either the Diocese or Balfour Beatty. The clerk will pass this onto the Ward Councillor to try and get a response.

**b) To consider an update on the planters and next steps**

It was REPORTED that plants had been chosen and should be planted by December. It was REQUESTED that the Lengthsman raise the tubs onto bricks.

**10. Lengthsman**

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

The following tasks were RAISED:

- Clean around the War Memorial in time for Remembrance Sunday
- Clear along the front of the Parish Hall wall to the end of the churchyard
- Undertake another mow of the verges
- Arrange for the machinery to be taken to Cllr Hayes for servicing at Pallisers.

It was NOTED that several remembrance items have been knitted by a parishioner – one of which is placed at the War Memorial. It was AGREED that the clerk would write a letter of thanks.

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

It was REPORTED that the consultation event had been well supported and that feedback was positive. Questionnaires are being collated. It was AGREED that the next step is to draw up a final design for consideration by the Parish Council. Grant monies can then be applied for. Health and Safety requirements were discussed and have been noted as needing action once the equipment has been installed.

Thanks were given to the Working Group for their efforts.

**12. To consider the next meeting with Cotswold Oak at Templars Chase on 9<sup>th</sup> November 2023 at 11am**

It was AGREED that the following agenda would be discussed at the meeting on the 9<sup>th</sup> November.

1. Up-date on Planning Application 232627 - Removal of Various Conditions
2. Up-date on the 3 off site works indicated on Job No 21-0849 Inset 1, 2 and 3. The Parish Council are very concerned about completion of the splays on Inset 1 for safety concerns on exiting the site.
3. Water run-off from site into Brook Lane.
4. General up-date on House Building Programme.

It was AGREED that the clerk would email this to Cotswold Oak in advance of the meeting. Apologies were received by Cllrs Baker and Cooke as they are unable to attend this meeting.

**13. Information Section and Correspondence:**

- Further Highway Measures – Herefordshire Council Response - NOTED

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

Welcome pack update and photocopying donation

Ideas for the Lengthsman match-funding grant money of £2002 (total project cost £4004)

**15. To note the date of the next Parish Council meeting – 7<sup>th</sup> December 2023 – at Coddington Church**  
NOTED

The meeting closed at 8.45pm

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

Dated: 7-12-23

17/23

**2024 Meeting Dates:**

1st February – Bosbury Parish Hall

7th March – Bosbury Parish Hall

4th April – Bosbury Parish Hall

2nd May – Coddington Church – including the Annual Parish Meeting

6th June – Coddington Church

4th July – Coddington Church

5th September – Bosbury Parish Hall

3rd October – Bosbury Parish Hall

7th November – Bosbury Parish Hall

5th December – Coddington Church