



Lower Bullingham Parish Council Minutes
Held on Monday 4th June 2018 at 7.30pm at The Forge- Holme Lacy Road

Present: Chairman Cllr Nigel Jones, Cllr Pete Greenow,
Cllr Andrew Fisher, Cllr Barbara Frankham, Cllr David Whurr & Cllr Malcolm Yapp

In attendance Parish Clerk Kath Greenow, Ward Cllr David Summers

1. Apologies

Apologies accepted from Cllr Nick Barrow

2. To receive declarations of interest on agenda items

Cllr Pete Greenow declared a NDPI on agenda item 11.8 schedule of clerk's salary payments for 2018/19

3. To co-opt members to fill current vacancies

No co options took place as no candidates had come forward

4. To approve & sign The Annual Parish Council meeting minutes of 14th May 2018

It was **RESOLVED:** to approve & sign The Annual Parish Council meeting minutes of 14th May 2018

5. Public forum: Members of the public may raise subjects they wish to bring to the attention of the parish council

(This period will be restricted to 10 minutes. Please note that decisions cannot be made at this meeting on items not on the agenda)

No parishioners present

6.Reports

61Ward Cllrs report

The Ward Cllr gave a verbal report which consisted of CCTV signage to be erected at identified locations on Holme Lacy road – Rotherwas A meeting will be taking place week commencing 11th June with the local policing team regarding riding of mini mokes along the greenway and other locations near Goodwin Way. Cllr Yapp would be attending the meeting as a PC rep.

The ward Cllr spoke on the signage issues at Rotherwas service station and had asked for a meeting with Herefordshire Council officers and/EZ member concerning the matter.

7 Lengthsman

7.1 To agree and sign Parish paths partnership & lengthsman schemes contract between Balfour Beatty and the Parish Council for 2018/19

It was **RESOLVED:** to agree and sign Parish paths partnership & lengthsman schemes contract between Balfour Beatty and the Parish Council for 2018/19 A copy of which would be sent off to Balfour Beatty as required

7.2 To consider quote from lengthsman for piping of two areas of open ditch on the U71009

It was **RESOLVED:** To accept the quote from the lengthsman for piping of two areas of open ditch on the U71009 quote total £1538.80 +vat

The lengthsman has advised that a road closure permit is required, as the road is effectively single carriage way.

It was **RESOLVED:** that the clerk contacts the locality steward to request a road closure permit.

7.3 To identify work to be carried out by lengthsman

7.4 To identify Footpaths work to be carried out by lengthsman.

It was **RESOLVED:** that a maintenance day is carried out in the parish by the lengthsman and that an assessment of ditches in the parish is also carried out. Footpaths work identified for the lengthsman to attend to Footpath at the back of the old post office down towards the river to St Vincent's Close to be inspected and attend to if safe to do so by the lengthsman. Footpath LOB10 needs strimming and LOB2 either side of the relief road.

8.Highway road issues

8.1 To consider Highways issues for reporting top Balfour Beatty/Herefordshire Council

Cllr Yapp raised the following highway issues which the clerk was asked to report to Balfour Beatty Loose man hole cover on Holme Lacy road past Goodwin Way, work carried out by Western Power is not completed .3 areas have been cordoned off, the clerk was asked to find out when this work would be completed, Telephone inspection cover near The Wye Inn needs attending to.

Over grown vegetation & thorn bushes are obstructing the footpath along Westbury Close.

Potholes at Ridge hill area and at Tywford area need urgent attention these have not been marked up by Balfour Beatty at present. Clerk to log these under "report a pothole" on HFDC website.

8.2To consider grass cutting in the parish

It was **RESOLVED:** that the Chairman and Clerk would meet with the lengthsman to discuss adding further areas in the parish for grass cutting on a regular basis.

9.Community Asset Transfer

9.1To receive an update on the community asset transfer -open space adjoining St Clares Court and next steps as required.

The Clerk reported back on site the meeting that had taken place with HFDC officer dealing with the asset transfer Main points covered: Tree survey report to be provided to the PC by HFDC. Tree replanting scheme as previously minuted and agreed. Boundaries responsibility for retaining wall Other open space costs of for one site or several areas. Overage & Agreement would be subject to contract & council approval. Processes & costs, Agreement of heads of terms, Governance/formal decision (both councils) Statutory advertisements for disposal/transfer of open space, Valuation & Legal costs.

Discussion took place concerning the asset transfer

It was **RESOVLED** that: The Parish Council wanted trees re planted as previously minuted and this cost would be covered by Herefordshire Council as previously agreed by Herefordshire Council. The clerk was asked to enquire about negotiation of legal costs if they should wish to take on more than one area of open green space, along with HFDC's procedure for valuation of the open green space(s)

10. Planning

10.1To note planning permission granted/ refused since last meeting

None

10.2 To consider commenting on planning applications received.

None

11. Finance

11.1To agree &adopt 2017/18 internally audited accounts

It was **RESOLVED:** to agree &adopt 2017/18 internally audited accounts

11.2To consider internal audit report and attend to any action items required

It was **RESOLVED:** that the PC would attend to the recommendations made in the internal auditor's report and that these would be placed on the nest PC agenda.

11.3To agree and sign The Annual Governance statement 2017/18

It was **RESOLVED:** to agree The Annual Governance statement 2017/18, which was signed by the Chairman and the Clerk

11.4 To agree and sign The Annual Accounting statement 2017/18

It was **RESOLVED:** To agree The Annual Accounting statement 2017/18, which was signed by the Chairman and the Clerk

11.5 To note Bacs remittance of 1st precept payment 2018/19

BACS remittance noted as £6388.00

11.6 To note bacs remittance for lengthsman /p3 claim 2017/18 £786.00

BACS remittance noted as £786.00

11.7 To consider invoices for payment

Cheques were signed for Invoice previously agreed at the Annual Parish Council as they could not be paid due to the cheque booking being with the internal auditor as part of the internal audit process

11.8 To agree the schedule of clerk's salary payments for 2018/19

It was **RESOLVED:** that the clerk would continue to be paid via cheque, which would be signed by 2 bank signatories on presentation of the monthly payslip and paye due to HMRC. Salary payment schedule as per clerk's contract.

12. Correspondence

12.1 All correspondence received has been sent to Cllrs in their agenda packs or emailed as appropriate
Noted

13. Matters raised for consideration for placing on the next meetings agenda. (No discussion)

Verge Cutting

14. Next Meeting– Monday 2nd July 2018 at 7.30pm The Forge

Signed

Nigel Jones

Chairman

Dated 2nd July 2018