



**Minutes of The Parish Council Meeting of Lower Bullingham Parish Council
Monday 3rd June 2019
Held at The Forge Holme Lacy Road at 7.30pm**

Present: Cllr Nigel Jones, Cllr Pete Greenow, Cllr Andrew Fisher, Cllr Darren Smith, & Cllr Malcolm Yapp

In Attendance: Parish Clerk Kath Greenow, Mark Pearce & Bill Bloxham EZ Representatives, and 4 parishioners

1. Apologies

Apologies accepted from Cllr Nick Barrow, Cllr Barbara Frankham & Cllr Daniel Powell

2. To adopt the Herefordshire Council Code of Conduct.

It was **RESOLVED:** to adopt the Herefordshire Council Code of Conduct.

3. To receive declarations of interest on agenda items

Cllr Greenow declared a NDPI on agenda item 12.3 Clerks pay

4. To approve & sign The Annual Parish Council meeting minutes of 13th May 2019

It was **RESOLVED:** to approve & sign The Annual Parish Council meeting minutes of 13th May 2019

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)

A parishioner raised concerns regarding dangerous parking and speeding along St Clare's court and Windsor road

Parishioners raised their concerns regarding the way in which planning application P184228/FH had been dealt with by Herefordshire Council Planning department.

Greenway – cycle path Cllr Yapp raised concerns regarding cycle clubs using the cycle path.

6. Local Development Order

6.1 To consider further issues relating to the review of the Local Development Order (LDO)

Cllrs raised their concerns relating to the review of the Local Development Order with Mark Pearce and Bill Bloxham. These related to the Parish Council's comments that had been submitted on 14/02/2019.

Bill Bloxham advised that the draft report on the review of the LDO will be sent to Richard Ball of Herefordshire Council.

7 Lengthsman

7.1 To consider lengthsman's report

The lengthsman had submitted a quote as previously requested by the Parish Council for work to be carried out at Redbook.

It was **RESOLVED:** to accept the quote and that the clerk would contact the lengthsman asking him to carry out the work required.

7.2 To identify work to be carried out by lengthsman

It was **RESOLVED:** that the lengthsman continues to carry out monthly maintenance day in the parish.

It was **RESOLVED:** that Chairman Cllr Nigel Jones, Cllr Darren Smith , and the clerk meet with the lengthsman concerning ditch issues at Ridge hill, and that the Chairman Cllr Nigel Jones, Cllr Nick Barrow & Cllr Malcolm Yapp and the clerk meet with the lengthsman concerning other areas of the parish.

8. Footpaths

8.1 To identify Footpaths work to be carried out by lengthsman

Cllrs reported some work is required on several footpaths, consisting of overgrown footpaths, and some stiles needing attention.

These issues would be discussed with the lengthsman when Cllrs & the Clerk meet with him

8.2 To consider a volunteer footpaths officer for the Parish

It was **RESOLVED:** to appoint 2 volunteer footpaths officers. Cllr Darren Smith for Ridgehill area and Chairman Cllr Nigel Jones for Lower Bullingham area.

The Clerk would obtain footpaths maps for the footpath's officers from Balfour Beatty.

9. Highway road issues

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

No new highways issues to report

10. Parking issues at St Claire's Court

10.1 To consider parking issues on Open Green Space at St Claire's Court

It was **RESOLVED:** to lodge a complaint to Herefordshire Council concerning the parking of cars on the open green space at St Claire's Court. |

11. Planning

11.1 To consider commenting planning Consultation:

191225-113 The Pastures Lower Bullingham

Description: proposed two storey extension with garage

It was **RESOLVED:** to SUPPORT the application

11.2 To consider commenting on planning application: 191462 The Nest Twyford Hereford

Description: Proposed two storey extension

It was **RESOLVED:** to SUPPORT the application

12. Finance

12.1 To note finance report

The bank statement for 5/05/2019 was noted as £ 60364.55 and the community projects account was noted as £5072.70

It was also noted that £39000.00 has historically, and remains as ring- fenced reserves for a community building

12.2 To consider invoices for payment

It was **RESOLVED:** to pay

Terry Griffiths Invoices TGC 0763 £227.00+ vat, TGC 0764 £150.00+vat

12.3 Clerks salary June

It was **RESOLVED:** to pay the clerks salary for June as per contract

12.4 To agree and adopt 2018/19 internally audited accounts

It was **RESOLVED:** agree and adopt 2018/19 internally audited accounts

12.5 To consider internal auditors report and attend to any action items as required

It was **RESOLVED**: to attend to the recommendation made in the internal auditor's report

12.6 To agree and sign the certificate of exemption as the Parish Council are exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

It was **RESOLVED**: to agree and sign the certificate of exemption as the Parish Council are exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

12.7 To agree and sign the Annual Governance Statement 2018/19

It was **RESOLVED**: to agree and sign the Annual Governance Statement 2018/19

12.8 To agree and sign the Annual Accounting Statement for 2018/19

It was **RESOLVED**: to agree and sign the Annual Accounting Statement for 2018/19

13. Risk Management & Asset

13.1 To consider adopting a risk management policy

It was **RESOLVED**: to adopting a risk management policy

13.2 To consider updating the Parish Council Risk Assessment

It was **RESOLVED** to update the Parish Council Risk Assessment

13.3 To consider updating the Parish Council Asset Register

It was **RESOLVED**: to update the Parish council Asset Register

14. Correspondence

14.1 To note correspondence since the last meeting

None

15. Matters raised for consideration for placing on the next meeting's agenda.

Co option of Cllr's (2)

(No discussion)

16. Next Parish Council Meeting– Monday 1st July at 7.30pm at The Forge

Chairman *N Jones*

Dated 01/07/2019