



Minutes of The Online Parish Council Meeting of Lower Bullingham Parish Council

Monday 11th May 2020

Held at The Forge Holme Lacy Road at 7.30pm

Present: Vice Chairman Cllr Pete Greenow, Cllr David Davies, Cllr Barbara Frankham, Cllr Daniel Powell & Cllr David Whurr

In Attendance: Kath Greenow – Parish Clerk

In the absence of the Chairman the Vice Chairman chaired the meeting.

1. Apologies

Apologies were accepted from: Chairman Cllr Nigel Jones, Cllr Andrew Fisher, Cllr Darren Smith & Cllr Nick Barrow

2. To receive declarations of interest on agenda items

Cllr Pete Greenow declared a NDPI on agenda item 8.3 Clerks salary as per contract

3. To approve & sign the minutes of the Parish Council meeting Monday 9th March 2020

It was **RESOLVED** to: approve the minutes of the Parish Council meeting Monday 9th March 2020 and the The vice Chairman signed the minutes

4. 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 members of the public joined the online meeting via Zoom

4.1 Ward Cllrs report

No ward Cllrs report

4.2 Clerks report on action items from last meeting

Clerk had nothing to report on since the last meeting

5 Lengthsman

5.1 To consider renewal of lengthsman contract with T Griffiths contracts for 2020/21

It was **RESOLVED** to: Defer the renewal of the lengthsman's contract until the next meeting

5.2 To consider requesting a copy of lengthsman risk assessment concerning compliance with government guidelines relating to COVID-19

The Clerk had emailed Cllrs the information concerning the risk assessment received from the lengthsman prior to the meeting.

It was **RESOLVED**: that the risk assessment supplied by the lengthsman was not sufficient and needed to be more in line with the work that the lengthsman carries out, as the contractor to the PC.

The Clerk was asked to contact the lengthsman to advise of the issues with the risk assessment provided and request that a suitable risk assessment is supplied to the Parish Council.

5.3 To consider work lengthsmen work required.

It was **RESOLVED**: that no further work is to be carried out by the lengthsmen until an appropriate risk assessment has been provided by the lengthsmen, along with other documents previously requested by the Parish Council

5.4 To consider replacement of damaged traffic mirror adjacent to Ridgehill junction

Deferred to the next Parish Council meeting

6. Parish Footpaths

6.1 To consider Parish Footpaths maintenance work required

It was **RESOLVED**: that no footpaths maintenance work had been identified.

7. Highways & road issues

7.1 To consider road issues for reporting to Balfour Beatty

It was **RESOLVED**: that the clerk reports the following matters to Balfour Beatty to attend to:

- 1 Twyford Lane – between Bryn-Arwel and Chapel house, large dead oak tree limbs are over hanging the highway and need attending to as it was considered that these could fall onto the highway.
2. Lower Bullingham Lane top end towards Green Crize, Badgers have dug out a large amount of soil and has deposited onto the road.

7.2 To consider parking issues at Old Scrap yard Watery Lane

It was **RESOLVED**: that the Clerk contacts Balfour Beatty to advise of the cars parking along watery lane in the layby and on the side of the lane towards the old scrap yard.

7.3 To consider further comments relating to: TRO at Junction of Lower Bullingham Lane/Windsor Road – Update

It was **RESOLVED**: to support the proposed TRO at the Junction of Lower Bullingham Lane/Windsor road.

8. Finance

8.1 To consider appointment of internal auditor for year end 31/03/2020

It was **RESOLVED**: to appoint HALC as the internal auditor.

8.2 To note finance report & Bank reconciliation the bank balances as of 05/04/2020 were noted as Main account £52892.95. Community projects a/c £5072.70.

8.3 To note setting up of direct debit to enable the clerk to be paid monthly as per contract during COVID- 19

It was **RESOLVED** that due to COVID – 19 the clerk's salary was not be able to be paid via cheque and therefore it had been necessary for a direct debit to be set up to ensure the clerk was paid her monthly salary as per contract .

8.4. To consider invoices for payment

It was **RESOLVED** to approve and pay the invoices due for payment:

8.4a T Griffiths contracts (Lengthsmen) Invoices TGC1071 £235.12+ vat, TGC1072 £154.00 + vat

8.4b Bright pay payroll 2020-21 £49.00+ vat

8.4c To consider invoice from HALC regarding Membership fee for 2020/21 £927.01 + vat

8.4d Zurich insurance renewal £441.59

8.4e Information Commissioner Office renewal (Data Protection) £40.00

8.4f Wildfire venue hire £ 157.99

8.5 To note BACs remittance of 1ST Precept payment from HFDC 2020-21 £6500.00

It was **RESOLVED**: to note BACs remittance of 1ST Precept payment from HFDC 2020-21 £6500.00

8.6 To consider information from HALC re Accessibility Regulations concerning Public sector website and agree payment of £50.00 to eyelid productions to carry out upgrade as required
It was **RESOLVED**: to note the information from HALC and agree the payment of £50.00 to eyelid productions to carry out an upgrade of the website in line with the Accessibility Regulations as required

9. Correspondence

9.1 To note HALC Information Corners - COVID – 19
All correspondence from HALC was noted

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

11. Next Parish Council Meeting– Monday 1st June 2020 7.30pm

Chairman Nigel Jones 01/06/2020