



Minutes of The Online Annual Parish Council Meeting  
of Lower Bullingham Parish Council,  
On Tuesday 4<sup>th</sup> May 2021

**Present:** Chairman Cllr Nigel Jones, Cllr Pete Greenow, Cllr David Davies, Cllr Daniel Powell,  
Cllr Darren Smith, Cllr David Whurr & Cllr Malcolm Yapp

In Attendance: Kath Greenow – Parish Clerk & Ward Cllr David Summers

**1 Election of Chairman**

It was **RESOLVED:** to elect Cllr Nigel Jones as Chairman

**2. Election of Vice Chairman**

It was **RESOLVED:** to elect Cllr Pete Greenow as Vice Chairman

**3. Apologies**

Cllr Nick Barrow, Cllr Andrew Fisher & Cllr Barbra Frankham

**4. To receive declarations of interest on agenda items and any dispensation requests**

Cllr Pete Greenow declared a DPI on agenda item 12.7

**5. To elect members to following working group**

5.1 Finance working group.

Members elected: Chairman Cllr Nigel Jones, Cllr Barbara Frankham & Cllr Nick Barrow

**6. Members elected to outside bodies**

6.1 1 rep to Hereford Entreprize Zone Stakeholder group

It was **RESOLVED** to elect Cllr Nick Barrow. If he was not able to attend a meeting, then  
Another Cllr of the PC would attend.

**7. To approve & sign the minutes of the Parish Council meeting Monday 1<sup>st</sup> March 2021.**

It was **RESOLVED:** to approve & sign the minutes of the Parish Council meeting Monday 1<sup>st</sup> March  
2021

**8. Public forum: Members of the public may raise subjects they wish to bring to the  
attention of the parish council. (Restricted to 10 minutes)**

no members of the public in attendance

8.1 Ward Cllrs report

The ward Cllr had nothing to report.

**At this point in the meeting the Chairman brought forward the agenda item 12. Finance**

## 12. Finance

12.1 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

12.2 To agree and sign the Annual Governance Statement 2020/21

It was **RESOLVED**: to complete and sign the Annual Governance Statement 2020/21

12.3 To agree and sign the Annual Accounting Statement for 2020/21

It was **RESOLVED**: to agree and sign the Annual Accounting Statement for 2020/21

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

It was **RESOLVED**; to note the internal auditors report and the recommendations made would be attended to as required by the PC

12.5 To consider insurance quote for PC insurance renewal 1<sup>st</sup> June 2021

The insurances quote from BHIB insurance & The PC's current insurer Zurich Insurance was considered and it was **RESOLVED**: to continue with Zurich insurance and pay the invoice of £445.71

12.6 To approve PAYE due months 11 & 12 total £5.60.

It was **RESOLVED**: to approve PAYE due months 11 & 12 total £5.60.

12.7 To note scheduled d/d payment of Clerks salary as per contract for March 2021.

**Noted**

12.8 To consider invoices for payment.

It was **RESOLVED**: to pay : A4 Office Products Stationery £14.85+vat

12.8 To note bacs remittance of 1<sup>st</sup> precept payment for 2021/22 from HFDC for £6500.00

**Noted**

## 9. Lengthsman

9.1 To consider renewal of lengthsman contract with T Griffiths contracts for 2021/22

It was **RESOLVED**: to amend the lengthsman's contract and insert "The Parish Council require the work to be carried out in a reasonable amount of time".

It was **RESOLVED**: to renew the contract with T Griffiths contracts for 2021/22.

The Clerk would send the contract to T Griffiths contracts for signing.

9.2 To consider lengthsman work required.

It was **RESOLVED**: to request that the lengthsman carry out jetting of gullies in the parish to include Ridgehill near Peacock lodge & the three drain covers adjacent to Dinedor Cross Farm, and that routine maintenance work would start from May 2021.

The Clerk advised that a parishioner had contacted her concerning a blocked / damaged drain at the entrance Millstone house.

It was **RESOLVED**: to ask the lengthsman to speak to the parishioner concerning the problem, with a view to advising on the best way to address the matter and advise the PC accordingly.

## 10. Parish Footpaths

10.1 Appointment of footpaths officer for the parish

Given the amount of footpaths throughout the parish it was **RESOLVED**: to split the parish footpaths into areas of which the following Cllrs would inspect and report any issues to the Parish Clerk.

Lower Bullingham area - Cllr Malcolm Yapp, Ridgehill area – Cllr Darren Smith, Dinedor area within Lower Bullingham parish Cllr Nigel Jones & Cllr Pete Greenow

- 10.1 To consider Parish Footpaths maintenance work required in the parish.  
Stile needs replacing at LOB2 near Camp Farm. The Chairman would liaise with Balfour Beatty to request a stile.

### 11. Highways.

- 11.1 To consider road issues for reporting to Balfour Beatty.  
No further information had been given by Balfour Beatty concerning the resurfacing of the Hoarwithy road leading from the Bridge toward Redbrook. The Clerk would contact BB to ask for a timescale as to when it will be resurfaced
- 11.2 To receive an update concerning estimated costings for a TRO along a section of Watery Lane.  
The Council had been given an estimated cost of £8000.00 which the PC felt was unacceptable and the PC should not be expected to pay for a TRO. The ward Cllr advised that he was not happy with the costings and would take the matter up with Balfour Beatty.
- 11.3 To consider access issues from the Barns at Watery onto the access road.  
Discussion took place concerning vehicle access issue from the Barns at Watery onto the access road.  
It was **RESOLVED:** that the Clerk writes to Mark Willimont at Herefordshire Council concerning the issues and that a meeting takes place with Cabinet member John Harrington, Mark Pearce of The EZ, Ward Cllr David Summers and the Chairman of the PC to discuss the issues

### 13. Correspondence

- 13.1 To note correspondence since last PC Meeting.  
HALC – Information Corner - **Noted**

### 14. PC Meeting Venue

- 14.1 To consider a suitable venue for restarting of face-to-face meetings from June (subject to Government guidelines)  
Discussion took place with regard to resuming face to face meetings and the Clerk was asked to Contact: Putson church, Kindle Centre, Dinedor Village Hall and the EZ to see if any of them could accommodate the PC meetings.

### 15. Matters raised for consideration for placing on the next meeting's agenda. (No discussion)

Signed ----- Date-----

Chairman Lower Bullingham Parish Council