



**Minutes of The Annual Parish Council Meeting of Lower Bullingham Parish Council
Held on Tuesday 16th May 2023 at 7.30pm at Dinedor Village Hall**

Present: Cllr Nigel Jones (Chairman), Cllr Barbara Frankham, Cllr Andrew Fisher, Cllr Darren Smith & Cllr Malcolm Yapp

In Attendance: Parish Clerk Kath Greenow & Ward Cllr Dave Davies

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 Darren Smith as vice Chairman.

3. Apologies

Cllr Cat Hornsey

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

None declared.

5. To remind Cllrs to submit their register of interest forms to Herefordshire Council and receive all acceptance of office forms from Cllrs.

The clerk reminded Cllrs to complete & submit their register of interest forms to Herefordshire Council.

All Cllrs completed and signed their acceptance of office forms as Cllr and the Chairman also completed and signed his acceptance of office as Chairman form.

6. Welcome of New Ward Cllr David Davies

The Chairman welcomed the new ward Cllr and the PC look forward to working with him.

7. To approve & sign the minutes of the Parish Council meeting Tuesday 4TH April 2023

It was **RESOLVED:** to approve and sign the minutes of the Parish Council meeting Tuesday 4TH April 2023. The Chairman signed the minutes.

8. Co-option to fill current vacancies

There were none.

9. To elect members to following working group

9.1 Finance working group.

It was **RESOLVED** to elect: Cllr Nigel Jones, Cllr Frankham & Cllr Cat Hornsey

9.2 Employment working group.

It was **RESOLVED** to elect: Cllr Nigel Jones, Cllr Neil Barrington & Cllr Cat Hornsey

10. 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

11. To review LBPC policies and (re)adopt as necessary

11.1 Standing Orders

It was **RESOLVED:** to re adopt the Standing Orders Policy

11.2 Financial Regulations

It was **RESOLVED:** to re adopt Financial Regulations

12. Lengthsman

12.1 To consider renewal of lengthsman contract with T Griffiths contracts for 2023/24

It was **RESOLVED:** to renew the lengthsman contract with Terry Griffiths contract for 2023/24, and that the Clerk emails the contract to the lengthsman for signing.

12.2 To consider lengthsman work required.

It was **RESOLVED:** to request that the lengthsman carries out a routine maintenance day in June

13. Parish Footpaths

13.1 Appointment of footpaths officer for the parish

The following Cllrs were appointed to cover the parish footpaths Cllr Darren Smith - Ridgehill area, Cllr Malcolm Yapp Lower Bullingham/ Witherby brook area
Dinedor area of Lower Bullingham Parish Cllr Nigel Jones.

Cllrs will report issues regarding footpath defects etc to the Clerk.

13.2 To consider Parish Footpaths maintenance work required in the parish.

No footpath issues identified in the parish.

14.Highways.

14.1 To consider road issues for reporting to Balfour Beatty.

Ridgehill area- section of highway is breaking up considerably, the potholes have been filled a number of occasions, but it was felt that due to the deterioration of the road the section needs resurfacing.

Twyford are – Tree roots are causing the road surface to brake up opposite Ridgehill cottage and needs to be attended to by Balfour Beatty.

It was **RESOLVED:** that the Clerk contact Balfour Beatty to report the issues.

15. Finance

15.1 To note the finance & bank reconciliation reports.

It was **RESOLVED:** to note the bank reconciliation report and bank balance as £ £59,125.95 as at 30/04/2023.

15.2 To consider and approve the internal audit report 2022-23

The internal audit report was considered and approved; no actions required by the PC highlighted in the report.

15.3 To consider and approve the Annual Governance Statement 2022-23

It was **RESOLVED:** to approve the Annual Governance Statement 2022-23 which was signed by the Chairman & Clerk/RFO

15.4 To consider and approve the Annual Return Accounting Statement 2022-23

It was **RESOLVED:** to approve the Annual Return Accounting Statement 2022-23 which was signed by the Chairman.

15.5 To approve the Certificate of exemption and declare that the Parish Council is exempt from an External Audit as it meets the qualifying criteria.

It was **RESOLVED:** to approve the Certificate of exemption and declare that the Parish Council is exempt from an External Audit as it meets the qualifying criteria. The certificate was signed by the Chairman & Clerk/RFO

15.6 To update bank signatories as required.

It was **RESOLVED:** that the current bank signatories remain as is, but to remove Dave

Davies as a bank signatory and to add Cllr Neil Barrington as a bank signatory.

15.7 To consider invoices for payment.

It was **RESOLVED**: to pay the invoice for payment.

A. J Smith Contracting – repair of Parish Council Bus shelter £694.85.

PC insurance renewal 1st June 2023 £479.07

Dinedor Village Hall hire for 6 months hire April, May June and 3 subsequent dates £24.00 x 6 = £144.00

Bright pay payroll 2022/23 £69.00 +vat

Internal Audit fee Iain Selkirk £ 150.00

It was **RESOLVED**: to pay:

Clerks salary May 2023

HMRC PAYE due month 1 &2 £3.33

Clerks reimbursement for postage £3.75

15.8 To note bacs remittance of 1st precept payment for 2023/24 from HFDC for £8250.00

Noted

15.9 To consider replacement of stolen Traffic mirror adjacent to Ridgehill junction.

It was **RESOLVED**: that the Clerk contacts the company who supplied the mirror to see if they did a replacement mirror lens if they are unable supply one the Clerk was instructed to order a complete replacement mirror.

16. Planning

16.1 To consider commenting on Planning consultation: 231121 - Unit 15, Thorn Business Park, Rotherwas, Herefordshire, HR2 6JT

DESCRIPTION: Proposed alteration of the existing empty workshop building to create two zones; The first to accommodate a HGV Wash and valet facility. The second to accommodate an environmental station, this is an area where the recycling skips are kept under cover.

Construction of a single- storey office and welfare facility located between the two existing workshops. Construction of a double storey workshop extension

It was **RESOLVED**: to support the application.

16.2 To note TOWN AND COUNTRY PLANNING ACT 1990 APPEAL UNDER SECTION 78

Application & Site address: 213746 - Land Adjoining The Nest, Twyford, Herefordshire,

DESCRIPTION: Site for erection of one dwelling and garage. Construction of new vehicular access and associated works. APPEAL REFERENCE: APP/W1850/W/22/3312640

The appeal was noted.

16.3 To receive an update from HFDC concerning the removal of Hedgerow without permission along Axford Lane Lower Bullingham.

The Clerk reported that the planning enforcement officer had advised that he had visited the site, and discussed the reasons for the removal with the landowner concerned The enforcement officer advised that he had sent his findings to the duty officer at Built and Natural Environment which was noted by the PC.

16.4 To consider next steps regarding lack of enforcement by Herefordshire Council

Planning on lapsed planning permission for The Barns along Watery Lane.

The issue of lapsed planning permission and lack of enforcement was raised with the ward Cllr David Davies, and he was asked by the PC to take up the issue with HFDC planning.

17. Correspondence

17.1 To note correspondence since last PC Meeting.

All correspondence had been sent to Cllrs prior to the meeting.

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

(No discussion)

19. Next Parish council Meeting -Tuesday 6th June 2023 7.30pm at Dinedor Village Hall

**20.To change of date for the July Parish Council Meeting to Tuesday 25th July 2023
7.30pm at Dinedor Village Hall was noted.**

Signed
Lower Bullingham Parish Council Chairman

Dated.....