



**Minutes of The Annual Parish Council Meeting of Lower Bullingham Parish Council
Held on Tuesday 7th May 2024 at 7.30pm at Dinedor Village Hall**

Present Cllr Nigel Jones (Chairman) Cllr Darren Smith (Vice Chairman), Cllr Barbara Frankham,
Cllr Andrew Fisher, Cllr Cat Hornsey, Cllr Neil Barrington, Cllr Fiona Barrington,
Cllr Gill Bastin & Cllr Adam Smith

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

1 Election of Chairman

It was **RESOLVED**: to Elect Cllr Nigel as Chairman

2. Election of Vice Chairman

It was **RESOLVED**: to Elect Cllr Darren Smith as Vice Chairman

3. Apologies

None

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

None declared.

5. To remind Cllrs to update their register of interest forms to Herefordshire Council.

Noted by Cllrs

6. To approve & sign the minutes of the Parish Council meeting Tuesday 2nd April 2024

It was **RESOLVED**: to approve and sign the minutes of the of the Parish Council meeting Tuesday 2nd April 2024

7. To elect members to following working group

7.1 Finance working group.

Chairman Cllr Nigel Jones, Cllr Barbara Frankham, Cllr Adam Smith.

7.2 Employment working group.

Chairman Cllr Nigel Jones & Cllr Cat Hornsey.

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 present.

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

9.1 Standing Orders

It was **RESOLVED**: to re adopt the Parish Council's standing orders.

9.2 Financial Regulations. Deferred to the next meeting.

10. Lengthsman

10.1 To consider renewal of lengthsman contract with T Griffiths contracts for 2024/25.

It was **RESOLVED**: to renew the Lengthsman contract with Terry Griffiths Contracts for 2024/25

10.2 To consider further lengthsman work required.

Further work identified for the lengthsman to carry out strimming ng of the junction with Watery Lane & Lower Bullingham Lane to include the bus shelter on Holme Lacy Road.

11. Parish Footpaths

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

No footpaths issues raised.

12.Highways.

12.1To consider road issues for reporting to Balfour Beatty.

The Clerk was asked to contact the locality steward concerning lack of strimming along St Clares Court & Windsor road grassed areas.

13. Finance

13.1 To note the finance & bank reconciliation reports – 30/04/2024.

There was no finance & bank reconciliation report. The bank account balance as at 24/04/2024 was noted as £60124.95

Agenda items 13.2 to 13.5 were deferred to the June Meeting as the internal audit paperwork had only been received back from the internal auditor the day of the meeting.

13.2 To consider and approve the internal audit report 2023-24

13.3 To consider and approve the Annual Governance Statement 2023-24

13.4 To consider and approve the Annual Return Accounting Statement 2023-24

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

13.6 To update bank signatories as required.

It was **RESOLVED**: to update the bank signatories as required Cllr Nigel Jones, Cllr Barbara Frankham Cllr Neil Barrington & The Parish Clerk. It was **RESOLVED**: to remove Cllr Darren Smith & add Cllr Adam Smith as a bank signatory.

13.7 To consider invoices for payment.

It was **RESOLVED**: to pay the following invoices due for payment.

PC insurance renewal 1st June 2024 with Zurich insurance £487.80

Dinedor Village Hall hire for 6 months hire £144.00

Bright pay payroll £79.00 +vat

TGC Invoice 2690 £300.00+vat, TGC Invoice 2696 £466.00+vat, TGC Invoice 2703 £880.00+vat

A4 Office Products £39.13+ vat

Clerks salary May 2024

Clerks reimbursement for postage £2.90

13.8 To note bacs remittance of 1st precept payment for 2024/25 from HFDC for £8250.00

The Bacs remittance for the 1st precept payment for 2024/25 for £8250.00 was noted.

14.Bus shelter at Winsor Road

14.1To receive an update concerning the bus shelter at Winsor Road

No update available. The ward Cllr would chase up.

15 Consultations

15.1To consider commenting on Draft Herefordshire Local Plan Regulation 18 Consultation

It was **RESOLVED**: not to comment on the Draft Herefordshire Local Plan Regulation 18 Consultation

16. Planning

- 16.1 To consider commenting on Planning applications in the parish due for comment:
No applications due for comment

17. Correspondence

- 17.1 To note correspondence since last PC Meeting.
Correspondence since the last meeting had been sent to Cllrs.
Cllrs noted that an email had been sent by a parishioner off Ridgehill to thank them for getting the blocked ditch cleaned out which had considerably helped to alleviate rain water running onto the highway.

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

19. Next Parish council Meeting -Tuesday 4th June 7.30pm at Dinedor Village Hall

Signed.....

Chairman

Dated