

Lower Bullingham Parish Council

Minutes of The Annual Parish Council Meeting of Lower Bullingham Parish Council, held on Tuesday 6th May 2025 7.30pm at Dinedor Village Hall

Present Chairman Cllr Nigel Jones, Cllr Neil Barrington, Cllr Gill Bastin, Cllr Barbara Frankham,
Cllr Andrew Fisher, Cllr Cat Hornsey, Cllr John Jones & Cllr Colin Jones & Cllr Adam Smith
In Attendance : Kath Greenow Parish Clerk Ward Cllr Dave Davies & 2 parishioners

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 Neil Barrington as Vice Chairman

3.Apologies Cllr John Jones

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

No declared

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

Cllrs were reminded to update their register of interest forms as required and send to them to Herefordshire Council.

6. To approve & sign the minutes of the Parish Council meeting Tuesday 1st April 2025

It was **RESOLVED**: to approve & sign the minutes of the Parish Council meeting Tuesday 1st April 2025. The Chairman signed the minutes .

7. To approve & sign the minutes of the extra ordinary Parish Council meeting 9th April 2025

It was **RESOLVED**: to approve & sign the minutes of the extra ordinary Parish Council meeting 9th April 2025. The Chairman signed the minutes.

8. To elect members to following working group

8.1 Employment working group.

Members elected to the employment working group: Chairman Nigel Jones, Cllr Neil Barrington, Cllr Gill Bastin & Cllr Cat Hornsey

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

Cllr Hornsey asked about PC 106 and if we had a wish list .

Cllr Neil Barrington asked about the situation regarding the PC's request concerning the redundant bus shelter along St Claires Court & The proposed pedestrian crossing on Holme Lacy road near The Wye Inn

At this point in the meeting the Chairman brought forward agenda item 15 Planning.

15. Planning

- 15.1 To consider commenting on Planning application: 250934 The Lyndhurst Twyford Herefordshire HR2 8AD
Description: use of shepherd's hut for holiday let (retrospective)
The applicant was present at the meeting and spoke on the retrospective application.
Cllrs considered the application.
It was **RESOLVED**: to Support the application.
- 15.2 To consider commenting on Planning Consultation - 251257 - 16 Hampton Park Road, Hereford, Herefordshire, HR1 1TQ
Description: Works to Trees in a Conservation Area T1 - Large Sweet Chestnut situated on right hand side of rear garden, remove left hand stem down to ground level. Remaining stem, reduce in height by 5 metres to where previously cut at approximately 8 m above ground level. T2 - Eucalyptus situated below Chestnut, reduce in height by 3 metres to 6 metres to where previously cut. T3 - Beech situated on lower level adjacent to riverbank, reduce in height to 10 metres, reducing in height by approximately 4 metres. T4 - Sycamore situated on boundary with neighbouring property (No 14), reduce in height to where previously cut, creating a pollard. Reason - outgrowing situation.
Cllrs considered the application.
It was **RESOLVED**: to Support the application.

10. Lengthsman

- 10.1 To consider renewal of lengthsman contract with T Griffiths Contracts for 2025/26
It was **RESOLVED**: to renew the lengthsman contract with Terry Griffiths Contracts for 2025/26
- 10.2 To consider the draft work schedule for road maintenance & village upkeep to be carried out by the lengthsman for 2025/26
It was **RESOLVED**: to approve the work schedule for road maintenance & village upkeep as
Road Maintenance : May, July, August, October 2025 & March 2026 (total of 5 days for the year)
Amenities Days (village upkeep) May , July, Sept, Nove 2025 & March (total of 5 days for the Year)
- 10.3 To consider completing HFDC lengthsman scheme agreement contract for 2025/26
It was **RESOLVED**: to approve and complete The lengthsman scheme agreement contract between HFDC &The Parish Council for 2025/26

11. Parish Footpaths

- 11.2 To consider Parish Footpaths maintenance work required in the parish.
It was **RESOLVED**: that the lengthsman trim footpaths LOB2 & LOB3 as far as the underpass by the relief road .
The Clerk advised Cllrs that she had received from a parishioner to advise that a number of the footpath gates were broken on the footpaths LOB1,LOB3 including the lower section of LOB2 toward Lower Bullingham lane.
It was **RESOLVED**: that the Clerk reports the broken gates to PROW.

12.Highways.

- 12.1 To consider road issues for reporting to Balfour Beatty.
The Parish roads are all in a poor state :Ridgehill U71616, Watery Lane U72016,Dinedor Pitch U72009 and Hoarwithy road – Redbrook leading up wonder hill C1261all needing pothole repairs carried out or sections of the roads resurfaced.

13. Bus shelter at Junction of Ridgehill & Hoarwithy Road

13.1 To receive and consider the risk assessment carried out on the PC bus shelter.

The risk assessment had been carried out by Cllr Adam Smith and the report identified that the soffit on the right hand side facing the bus shelter has become detached due to severer wood rot. The sides and back of the shelter are in sound condition along the roofline.

Other Concerns were identified as: wood rot in the exposed rafter on the front of the shelter and also the soffit on the front the roof

The recommendation was that further investigation should be carried out concerning the roof of the bus shelter and this could be carried out at a cost of £50.00

13.2 To consider any work required on the bus shelter and cost if requested.

It was **RESOLVED:** that a further investigation ,as recommended concerning the roof of the bus shelter is carried out a.s.a.p and to accept the quote for this as £50.00 .

14. Finance

14.1 To note the finance & bank reconciliation reports – 30/04/2025.

It was **RESOLVED:** to note and approve the finance report & bank reconciliation reports 30/04/2025 bank balance £63499.51

14.2 To consider and approve the internal audit report 2024-25

It was **RESOLVED:** that there were no matters raised requiring attention the internal auditors report & it was **RESOLVED:** to approve the internal audit report 2024-25

14.3 To consider and approve the Annual Governance Statement 2024-25

It was **RESOLVED:** to approve the Annual Governance Statement 2024-25

14.4 To consider and approve the Annual Return Accounting Statement 2024-25

14.5 To approve the Certificate of exemption and declare that the Parish Council is exempt from an External Audit as it meets the qualifying criteria for 2024-25.

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 for 2024-25.

14.6 To consider invoices for payment.

Dinedor Village Hall hire for 6 months hire £144.00

It was **RESOLVED:** to pay Dinedor Village Hall hire for 6 months hire £144.00

Re imbursement to the clerk for purchase of Bright pay payroll £84.00 +vat

It was **RESOLVED:** to Re imbursement to the clerk for purchase of Bright pay payroll £84.00 +vat

Re imbursement to the clerk for purchase of new pc laptop £406.66+vat (as previously approved minuted 05/12/2023 minute11.6)

It was **RESOLVED:** to Re imbursement to the clerk for purchase for purchase of new pc laptop £406.66+vat (as previously approved minuted 05/12/2023 minute11.6)

Clerks salary May 2025

It was **RESOLVED:** to pay the Clerks salary for May (when due)

Clerks reimbursement for postage £5.90

It was **RESOLVED:** to pay Clerks reimbursement for postage £5.90

I Selkirk – Internal Auditor invoice 4619 £150.00

It was **RESOLVED:** to pay I Selkirk – Internal Auditor invoice 4619 £150.00

14.7 To note bacs remittance of 1st precept payment for 2025/26 from HFDC for £8500.00

It was **RESOLVED:** to note bacs remittance of 1st precept payment for 2025/26 from HFDC for £8500.00

14.8 To note bacs remittance of lengthsman grant claim 2024/25 £2644.00

It was **RESOLVED:** to note bacs remittance of lengthsman grant claim 2024/25 £2644.00

14.9 To note bacs remittance of VAT reclaim 2024/25 £1777.07

It was **RESOLVED**: to note bacs remittance of VAT reclaim 2024/25 £1777.07

16. Correspondence

16.1 To note correspondence since last PC Meeting.

All correspondence had been sent to Cllrs prior to the meeting

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

(No discussion)

Bus shelter at Junction of Ridgehill

18. Next Parish council Meeting -Tuesday 3rd June 2025 7.30pm at Dinedor Village Hall

Signed..... Dated.....

Chairman Lower Bullingham Parish Council