

Lower Bullingham Parish Council



Minutes of The Parish Council Meeting of Lower Bullingham Parish Council Held on Tuesday 3rd June 2025 at 7.30pm at Dinedor Village Hall

Present: Chairman Cllr Nigel Jones, Cllr Neil Barrington, Cllr Barbara Frankham, Cllr Andrew Fisher,
Cllr Cat Hornsey & Cllr Adam Smith

In Attendance: Parish Clerk Kath Greenow

1.Apologies

Cllr Colin Jones

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

None declared

3. To approve & sign the minutes of The Annual Parish Council meeting Tuesday 6th May 2025

It was **RESOLVED:** to approve and sign the minutes of The Annual Parish Council meeting Tuesday 6th May 2025. The 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. (Restricted to 10 minutes)

No members of the public in attendance

5. Lengthsman

5.1 To consider any work or the lengthsman.

No further work identified for the lengthsman.

6. Parish Footpaths

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

No further maintenance work identified for the lengthsman to carry out on the footpaths

7.Highways.

7.1 To consider road issues for reporting to Balfour Beatty.

Pot holes along Watery Lane and Twyford road still needing to be repaired by BB.

7.2 To consider Application for TRO along the junction to The Pastures / The Shires.

It was **RESOLVED:** to complete the TRO application form relating to The Pastures / The Shires Junctions.

8. Bus shelter at Junction of Ridgehill & Hoarwithy Road

8.1 To consider a report on further investigations undertaken concerning the roof of the bus shelter & and cost.

The report on the bus shelter was considered along with the quote for work required on the roof of the shelter.

It was **RESOLVED:** that the Clerk obtains another quote for the refurbishment of the bus shelter roof, and contacts HFDC public transport to see if they would be able to assist with it in anyway

9. Parish Council Policies

9.1 To review the Parish Council Financial Regulations policy and (re)adopt

It was **RESOLVED:** to update and adopt the PC's Financial Regulations(2025) policy

9.2 To review the Parish Council Standing Orders policy and (re)adopt

It was **RESOLVED:** to update and adopt the PC's Standing Orders policy

9.3 To review & update The Asset Register .

The Asset Register was reviewed and it was **RESOLVED:** to update it

9.4 To review & update The Risk Assessment policy

The Risk Assessment policy was reviewed and it was **RESOLVED:** to update it

10. Finance

10.1 To note the finance & bank reconciliation reports – 31/05/2025.

The finance & Bank Reconciliation reports were considered and it was **RESOLVED:** to approve the Finance report & Bank reconciliation report 31/05/2025 .

10.2 To consider quotes for renewal of PC Insurance for 2025/26

The quotes were considered and it was **RESOLVED:** to remain with Zurich insurance, and It was **RESOLVED:** to pay Zurich insurance £419.37

10.3 To consider invoices for payment

A4 Office Products invoice in00285843 £41.39+vat £8.28

It was **RESOLVED:** to pay A4 Office Products invoice in00285843 £41.39+vat £8.28 total £49.67

10.4 To approve payment of Clerks salary June 2025 (when due) & paye to HMRC due month 1 £65.24

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

It was **RESOLVED:** to pay HMRC paye due month 1 £65.24

10.5 To note direct debit payment to I.C.O annual data protection fee £47.00

The direct debit payment to I.C.O for the annual data protection fee £47.00 was noted

11. Parish Council website& email

11.1 To consider change of PC website & email including Cllr email to .gov.uk one

It was **RESOLVED:** to change The PC website & email including Cllrs email to .gov.uk one at a cost of £150 to migrate material from an existing non .gov website to a .gov website, and that Cllrs would also have their own .gov.uk email address : .

It was **RESOLVED:** that the Clerk contact HALC/eyelid Productions to go ahead with the required changes required.

12. Planning

12.1 To consider commenting on Planning application: 251074 High Ridge Twyford Hereford

Description: The proposed erection of a replacement sunroom on the west elevation.

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

12.2 To consider commenting on Planning application:250928 The Firs Green Crize Hereford

Description: Proposed extension above existing garage and new re- location of driveway.

It was **RESOLVED:** to submit the following comments: there is not enough information on

the application relating to the re-location of driveway. We also concur with the Highways officers comments "The drawings submitted do not show how the driveway is to be relocated and for the LHA to ensure ongoing highways safety, drawings should be submitted indicating any changes proposed." and the request for details of parking on site for three vehicles minimum to ensure compliance with Herefordshire Council Parking design guide.

13. Correspondence

13.1 To note correspondence since last PC Meeting.

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

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

Bus shelter - refurbishment

15. Next Parish council Meeting -Tuesday 1st July 2025 7.30pm at Dinedor Village Hall

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

Chairman Lower Bullingham Parish Council