

BRILLEY PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held on
Tuesday 19 May 2015 following Annual Parish Meeting at 19.00 at Brilley Village Hall

Present: Cllrs Peter Bufton (Retiring Chairman), Rocky Lloyd, Roger Bayliss and Christopher Holloway.

In Attendance: Parish Clerk Alison Sutton; 4 members of public.

- 1. Election of Chairman and acceptance of position** – Rocky Lloyd was ELECTED and accepted the position.
- 2. Election of Vice Chairman and acceptance of position** – Roger Bayliss was ELECTED and accepted the position.
- 3. Apologies of absence** – Cllr Keith White.
- 4. Co-option of parish councillor to fill 1 vacancy** – Matt James offered to stand for Council and was CO-OPTED as a Member.
- 5. Declarations of interest and written applications for dispensation** – None.
- 6. Councillors for Working Groups** –
 - 6.1 Neighbourhood Development Plan Steering Group – Cllr Bayliss to Chair, Cllrs Lloyd and Holloway to Co-Vice Chair.
 - 6.2 Financial Advisory Working Group – Cllrs Lloyd and White.
- 7. Minutes of previous meetings** – The minutes from 10 March and 21 April 2015 were ADOPTED and SIGNED.
- 8. Disciplinary & Grievance, Equal Opportunities, Expenses, Health & Safety, Sickness & Absence Policies, Model Publication Scheme and Details Document, Asset Register, Electronic Banking Policy and Standing Orders** – Policies and documents dated May 2015 ADOPTED and signed.
- 9. Financial Regulations** – Amended Regulations dated May 2015 ADOPTED and signed.
- 10. Public Forum** –
 - 10.1 West Mercia Police – The report in the Clerk's Information Sheet was NOTED.
 - 10.2 Ward Councillor – No report as unable to contact Ward Cllr Clive Skelton yet.
 - 10.3 Local residents – Noted that lot work has been done on Neighbourhood Development Plan and goalposts have been changed.
- 11. Financial Procedures** – The following payments (excluding VAT) were AGREED and income NOTED:
 - 11.1. PG Watts, Lengthsman, £285, C/N 369 – paid 21/4/15 under Clerk's devolved powers
 - 11.2. Herefordshire Association of Local Councils, Affiliation fee and subscription, £225.47, C/N 370
 - 11.3. Community First, Insurance, £144.49, C/N 371
 - 11.4. Alison Sutton, Clerk's expenses, £194.45, C/N 372
 - 11.5. HMRC, PAYE, £74.60, C/N 373
 - 11.6. Income from Herefordshire Council, Precept 1st part-payment, £4,500.
- 12. Annual Audit Return and Annual Governance Statement for 2014-15** – RESOLVED to adopt the Return and SIGN the Statement.

13. Village Reports –

- 13.1 Lengthsman Scheme – The report in the Clerk’s Information Sheet was NOTED.
- 13.2 Road defects/Potholes – The report in the Clerk’s Information Sheet of quarterly drive-round was NOTED. AGREED Cllr Lloyd will speak to relevant landowners about clearing ditches from U90613 cattle-grid or Clerk will write on behalf of Council.

14. Neighbourhood Development Plan (NDP) – The report in the Clerk’s Information Sheet was NOTED. Date of the next meeting on Tuesday 2 June NOTED.

15. Planning Applications – None received.

16. War memorial – AGREED to ask Tom Smith to attend next meeting to discuss details of programme of work. Clerk INSTRUCTED to arrange, when signed Specification document received from Tom Smith.

17. Correspondence – The report in the Clerk’s Information Sheet was NOTED.

18. Matters for the next agenda – Enforcement issue.

19. Date of next meeting – Tuesday 14 July at 19.30 was NOTED.

This meeting was declared closed at 20.53.

SIGNED.....
Rocky Lloyd (Chairman)

DATE.....