

BRILLEY PARISH COUNCIL

Minutes of the Ordinary Meeting of the Parish Council held on
Tuesday 18th March 2014 at 7.30 pm at Brilley Village Hall

Present: Cllrs Peter Bufton (Chair), Roger Bayliss, Keith White and Rocky Lloyd

In Attendance: 1 member of the public; Parish Clerk Alison Sutton

1. **Appointment of new Parish Clerk** – the appointment of Alison Sutton was CONFIRMED. The Chairman thanked the interview panel for their work
2. **Apologies of absence** – Ward Councillor John Hope
3. **To receive declarations of interest and written applications for dispensation** – Cllr White declared a non-pecuniary interest in agenda item 21
4. **To adopt the minutes of the last meeting** – 14th January 2014. These were ADOPTED and signed
5. **Public Forum** –
 - 5.1 West Mercia Police – no report
 - 5.2 Ward Councillor Hope – no report
 - 5.3 Local residents – Concern over surface water drainage in Dark Lane expressed. Concern over fly tipping into ditch by Dark Lane expressed. The Councillors encouraged residents to report any fly tipping to Herefordshire Council as soon as possible. This will be mentioned at the Annual Parish Meeting
6. **Co-option of Replacement Councillor** – it was RESOLVED that Cllr Lloyd will approach Christopher Holloway to ask for agreement to be co-opted
7. **Payment for Clerk to obtain CiLCA qualification** – this was RESOLVED and cost implications NOTED
8. **Financial Procedures** – The account had an opening balance of £3,079.43 at 1/4/13. The current budget position is an excess of income over expenditure for the year of £176, with 2 further payments to be paid, leaving an overspend of £480 at year end. The following payments were AGREED:
 - 8.1. HALC, Recruitment Services, £240, C/N 314
 - 8.2. HALC, Clerk cover, £279.95, C/N 314
 - 8.3. HALC, Clerk cover, £249.95, C/N 314
 - 8.4. PG Watts, Lengthsman fees £240, C/N 315
 - 8.5. PG Watts, Lengthsman fees, £192, C/N 315
 - 8.6. HALC, Training fee, £36, C/N 316
 - 8.7. HALC, Annual fee and subscription, £232.63, C/N 317
 - 8.8. Information Commissioner, Data Protection registration fee, £35, C/N 318
 - 8.9. Upper Bridge Enterprises, Website, £126, C/N 319
 - 8.10. Alison Sutton, Clerk's expenses, £88.08, C/N 320
9. **Village Reports** –
 - 9.1. Lengthsman Scheme – The report in the Clerk's Information Sheet March 2014 was NOTED. It was RESOLVED that the Clerk would write to the Lengthsman stating that they had RESOLVED that the Lengthsman should continue to undertake work as he deemed relevant each month, working within the agreed budget and reporting monthly to the Council via the Clerk. It was RESOLVED that the Lengthsman be instructed to

contact a Councillor, ideally the Chairman or Vice Chairman, before undertaking work in response to phone calls or requests directly from parishioners

- 9.2. Road Defects/Potholes – The report of defects in the Clerk’s Information Sheet March 2014 was NOTED. It was RESOLVED that the Clerk should report these defects to Balfour Beatty, apart from penultimate point which is already undertaken

10. Neighbourhood Plan –

- 10.1 It was RESOLVED to hold an Extra Parish Meeting on Tuesday 17th June. It was resolved to invite Lynda Wilcox, Chief Executive of HALC, to give a presentation about the Brilley Neighbourhood Plan and recruit the Steering Group
- 10.2 It was RESOLVED that Cllrs White and Bayliss would be on the Steering Group for the Parish Council
- 10.3 It was RESOLVED Cllrs White and Bayliss would attend Herefordshire Council meeting on 25th March and Cllr White would attend HALC meeting on 29th March

11. Planning Applications – None received

12. Standing Orders – The Standing Orders dated March 2014 were ADOPTED

13. Freedom of Information Policy – The Freedom of Information Policy dated March 2014 was ADOPTED

14. War Memorial – It was RESOLVED that the Clerk should write to Cheryl Robertshaw , Secretary of the Parochial Church Council to ask who owns the memorial, as restorative work is required. Further RESOLVED that further letters should be written to the War Memorials Trust and then the diocese if necessary

15. Correspondence – Correspondence in Clerk’s Information Sheet March 2014 was NOTED

16. Devolved Powers to Clerk – The Council AGREED devolved powers as follows:

- 6.1 Financial Powers – The Clerk may raise cheques up to £500 in an emergency between meetings e.g. to pay insurance invoice & Lengthsman’s invoice

17. Matters for the next agenda – Financial Regulations including electronic banking to pay PAYE; set up electronic banking

18. Date of next meeting – Annual Parish Council Meeting 20th May 2014 was NOTED, to follow Annual Parish Meeting

19. RESOLUTION was passed to exclude the public from the final two agenda items

20. Clerk’s Contract of Employment and Training – Separate Confidential Minute

21. Legal advice from National Association of Local Councils – Separate Confidential Minute

This meeting was declared closed at 9.42 pm.

SIGNED.....
Peter Bufton (Chairman)

DATE.....