

**BRILLEY PARISH COUNCIL**

Minutes of the Annual Meeting of the Parish Council held on  
Tuesday 20<sup>th</sup> May 2014 at 8.05 pm at Brilley Village Hall following the Annual Parish Meeting

**Present:** Cllrs Peter Bufton, Roger Bayliss, Keith White and Rocky Lloyd

**In Attendance:** Ward Cllr John Hope; Parish Clerk Alison Sutton

- 1. Election of Chairman** – Cllr Peter Bufton was nominated and ELECTED unanimously
- 2. Acceptance of position by Chairman** – Cllr Bufton ACCEPTED the position
- 3. Election of Vice Chairman and acceptance of position** – Cllr Rocky Lloyd was nominated and ELECTED unanimously and accepted the position
- 4. Apologies of absence** – Peter Watts, Lengthsman
- 5. To receive declarations of interest and written applications for dispensation** – None
- 6. To adopt the minutes of the last meeting** – 18 March 2014. These were ADOPTED and signed
- 7. Public Forum** –
  - 7.1 West Mercia Police – No report
  - 7.2 Ward Councillor Hope – Report NOTED: the state of local roads and change of contractors to Balfour Beatty; meeting arranged with Locality Steward Vince Playdon 28<sup>th</sup> May at 7.30 in Almeley Village Hall; reduced grass cutting; introduction of Neighbourhood Planning and Community Infrastructure Levy; Herefordshire Council's Core Strategy going to final consultation currently; major cuts in budget with large savings required in next four years; Hereford County Hospital struggles financially but new cancer facilities now opened; reduced GP surgery hours locally; Old Market redevelopment completed this month
  - 7.3 Local residents – No discussion
- 8. To confirm co-option of Replacement Councillor** – unable to Co-opt as Christopher Holloway was not present. It was RESOLVED that Cllr Lloyd will speak to Mr Holloway
- 9. Financial Procedures** – The account balance was £6,219.78 on 19/5/14. Movement of £500 from Contingency budget line to HMRC PAYE/fine budget line (£350) and Parish expenses budget line (£150) were ADOPTED. The following payments (excluding VAT) were AGREED and income NOTED:
  - 9.1. PG Watts, Lengthsman fees, £156, C/N 321 – paid 18/3/14 under Clerk's devolved powers
  - 9.2. R Robertshaw, Mowing, £500, C/N 322 – paid 18/3/14 under Clerk's devolved powers
  - 9.3. PG Watts, Lengthsman fees, £186, C/N 323 – paid 1/5/14 under Clerk's devolved powers
  - 9.4. HALC, Training, £90, C/N 324
  - 9.5. Community First, Insurance, £114.75 (£144.59 inc. tax and admin fee), C/N 330
  - 9.6. Herefordshire Council, Planning consultations, £8, C/N 326
  - 9.7. Alison Sutton, Clerk's extra hours and expenses, £257.21, C/N 327
  - 9.8. HMRC, PAYE, £74.60, C/N 328
  - 9.9. Received from Herefordshire Council, Precept part-payment, £3,250
  - 9.10. Received from HMRC, VAT refund 2011-14, £556.35
- 10. To adopt the end-of-year accounts and Annual Governance Statement for 2013-2014** – These were ADOPTED and signed. It was RESOLVED that the Clerk would write letter of thanks to Internal Auditor
- 11. Village Reports** –
  - 11.1. Lengthsman Scheme – The report in the Clerk's Information Sheet May 2014 was NOTED

- 11.2. Road Defects/Potholes – The report of defects in the Clerk’s Information Sheet May 2014 was NOTED. It was RESOLVED that the Clerk should report these defects to Balfour Beatty, highlighting 90613 as red classification for repair within 24 hours
- 12. To review Lengthsman’s Contract and terms** – It was RESOLVED to accept the new terms of £13.50 per hour requested in letter in the Clerk’s Information Sheet May 2014
- 13. To agree representation at meeting regarding Village School** – It was RESOLVED that all Councillors will attend the meeting. It was RESOLVED to recommend Ward Cllr Hope as Chairman for the meeting
- 14. Neighbourhood Plan** – Arrangements to publicise Extra Parish Meeting on Tuesday 17 June were AGREED
- 15. Planning Applications** – None received
- 16. Disciplinary & Grievance, Equal Opportunities, Expenses, Health & Safety, Sickness & Absence Policies and Model Publication Scheme and Details Document** – Dated May 2014 – were ADOPTED
- 17. Financial Regulations, Asset Register, Electronic Banking Policy and Risk Assessment** – Dated May 2014 – were ADOPTED
- 18. Financial Advisory Working Group** – It was AGREED that the Chairman and one other member as available would undertake the work
- 19. War Memorial** – It was RESOLVED that the Clerk should investigate grants/funding sources to undertake the repair
- 20. Correspondence** – Correspondence in Clerk’s Information Sheet May 2014 was NOTED
- 21. To agree representation at Herefordshire Council meeting about Code of Conduct** – 10 June 2014 – AGREED no representation
- 22. To agree Council response to letter about Parish Council Member Allowances** – RESOLVED that allowances should not be paid to Councillors
- 23. Matters for the next agenda** – School site; War Memorial; state of the roads; co-option of Councillor
- 24. Date of next meetings** – Extra Annual Parish Meeting 17 June 2014 and Brilley Parish Council Meeting 8 July 2014 were NOTED

This meeting was declared closed at 9.50 pm.

**SIGNED**.....  
Peter Bufton (Chairman)

**DATE**.....