

CLERK'S INFORMATION SHEET FOR  
BRILLEY PARISH COUNCIL MEETING ON 18 MARCH 2014

- 5.2 Ward Councillor – *report to be added and circulated with the Minutes*
6. Please consider names for possible adopted Councillor
7. Cost of CiLCA qualification – to be shared equally with Eardisland Parish Council  
 2013-14 - £180 for 3 days training and £150 to join CiLCA - £330 less £100 bursary = £230  
 plus 18 hrs x £8.428 = £152  
 Total from training budget line - £382 ÷ 2 = £191  
 2014-15 – portfolio presentation 20 hrs x £8.428 - £169 less £84 bursary - £85 ÷ 2 = £42.5
- 9.1 Lengthsman – various works to clear culverts, drains etc following severe weather and heavy rain in January and February. Many roads worked on. Fly tipped items and debris removed from obstructing flow. New grips cut in various places. Litter picking  
 Culvert under C1072 outside Merrie Cottage now cleared as landowner given permission for work to go ahead  
 NB. Lengthsman is responding directly to calls from residents and undertaking work without referral. To comply with current procedure and policy (and to obtain CiLCA qualification), all work to be undertaken should be referred by the Lengthsman Co-ordinator (the Clerk) or a Councillor in her absence. This relies on all Councillors contacting the Clerk with work to be referred to the Lengthsman  
 The Clerk will get a notice for parishioners put on the website and the notice board at the Church explaining that all requests for work must come via a Councillor (or in an emergency only) by phone to the Clerk and not to the Lengthsman direct  
 Clerk will design a referral sheet  
 Agreement required at meeting for Clerk to write/email to Lengthsman explaining need to comply, as above, and explain use of referral sheet
- 8.2 Road defects to be reported – as follows  
 C1072 GR 255481 – jet out or rebuild culvert  
 C10702 excavate entry to culvert on N corner of 90608 and jet out pipe  
 90602 E of The Bush and Bush Farm – repair road  
 90602 GR 222486 – rebuild culvert and repair road  
 90600 – repair road  
 90606 repairs from 11/12/13 breaking down – repair road  
 90604 GR 256503 culvert on N side – jet out culvert and repair road  
 90604 50m E of 90605 and outside The Cefn – clear mud from road  
 90604 S side W of The Cefn drive – clear out culvert and establish proper entrance and outfall  
 90614 – repair road  
 90612 at junction with C1072 – repair road  
 90605 stone wall W side near 90602 junction collapsed – landowner or HC demolish S end of wall  
 90605 N of Tan House – jet out pipes and repair road
- 10.1 To enable progress to be made with a Neighbourhood Plan, the Annual Parish Meeting is required, possible dates either Monday 7 April 2014 or Tuesday 6 or 20 May (Clerk waiting for Lynda Wilcox's availability), with the NP the main item to be presented by Lynda Wilcox, CE of HALC, who will also recruit members to a steering group for the NP  
 The Annual Council Meeting will take place on Tuesday 20 May as previously agreed unless it is moved to 6 May to allow the Annual Parish Meeting to be on 20 May  
 Clerk will produce A5 flyer which Councillors will need to ensure goes to every house in the parish
- 10.2 It is the Council's NP and therefore Councillors on the Steering Group
- 10.3 It would be helpful if Councillors who are on the Steering Group attend the Herefordshire Council meeting which will explain the process of starting a NP and the HALC meeting with Kirkwells who are planning consultants who may well be required to help

12. Standing Orders – draft emailed with agenda
13. Freedom of Information policy – draft emailed with agenda
14. War memorial – need to identify who owns and write to PCC. See advice below:  
**Can we claim back the VAT incurred during the repair and maintenance of our war memorial?**  
 As far as War Memorials Trust is aware work to the existing fabric of a memorial is usually subject to VAT. Any new memorial will be subject to VAT. The Customs and Excise VAT Notice 708: Buildings and Construction (March 1995) is a useful guide and we recommend anyone with a query about VAT discusses this using the helpline below. With regards to our grant schemes, War Memorials Trust will offer a grant based on the assumption that all work is liable to VAT, unless applicants tell us that they are able to reclaim some or all of the VAT (this should be investigated before applying for a grant). For further information about whether or not you can reclaim VAT, the Trust suggests contacting the HM Revenue and Customs national advice service helpline on 0845 010 9000 or visit [www.hmrc.gov.uk](http://www.hmrc.gov.uk). Additionally, the Memorials Grant Scheme may be of use. The scheme is currently confirmed until 31st March 2015. The Memorials Grant Scheme returns as a grant the VAT incurred by charities or faith groups exempted from the need to register as charities in building, repairing or maintaining public memorial structures. Eligible memorials must be recognised as memorials (rather than, say, statues) by means of an appropriate permanent inscription. Memorials can be to a person, people, animals or events. Eligible structures cannot have any secondary purpose, e.g. memorial benches are not covered. Gravestones, mausolea or any structure which houses or indicates the whereabouts of remains are considered ineligible. Memorials must be publicly accessible for a minimum of 30 hours per week, even if an entrance fee is payable to gain access (e.g. at an English Heritage site). Details on eligibility can be found at [www.memorialgrant.org.uk](http://www.memorialgrant.org.uk). Please note that professional fees are no longer eligible under this scheme. Any group that is planning a large memorial project is advised to contact the scheme in advance to discuss eligibility. **Please note that of 1st April 2012 there will be major changes to the administration of the scheme.** There will be quarterly fixed budgets for the scheme and so payments will be made once a quarter. The payable rate will depend on the value of eligible claims received in that quarter, with each claim attracting a fair pro-rata payment. The maximum grant payable in response to any application will be 20% of project costs. Please see the website for further details [www.memorialgrant.org.uk](http://www.memorialgrant.org.uk). In regards to the assessment of grants administered by the Trust, in terms of calculating eligible grant costs we will continue to assume that eligible applicants can reclaim their VAT costs under the scheme and therefore exclude VAT from eligible costs. We are unable to increase grant awards if it is subsequently not possible to reclaim the full VAT.
15. Correspondence – received as follows:
- From HC – report on safeguarding library and customer services proposals considered by HC
  - From HC – Herefordshire Council February funding update from project development team
  - From HC – consultation to review polling districts and stations open from 3 February to 25 April – response can be given online
  - From HC – Healthy Herefordshire Communities event 24 February
  - From HC – changes to way affordable housing is allocated from June 2014 – details of new policy online [www.home-point.info](http://www.home-point.info)
  - From Balfour Beatty – parish newsletter and contact list for BB – available from Clerk
  - From HALC – Information Corner 24 January 2014, including training dates – available from Clerk
  - From HALC – Letter re annual subscription
  - From HC – Email re survey on Household Waste Sites use
  - From HC – Neighbourhood Planning newsletter 7
  - From HALC – Information Corner 18 February 2014, including training dates and draft legal changes about public attendance at Council meetings and devolved powers to officers – previously emailed
  - From HC – March funding update – available from Clerk
  - From HALC – Information Corner 10 March 2014 – available from Clerk
16. As Parish Council meetings are bimonthly, Devolved Powers are required to allow the Clerk to raise cheques and get Councillors to sign so bills that have not yet gone on an agenda can be paid
20. Clerk's contract – emailed with agenda

