

BRILLEY PARISH COUNCIL

Minutes of the ordinary meeting of the Parish Council held on
Tuesday 14 March 2017 at 19.30 at Brilley Village Hall

Present: Cllrs Roger Bayliss (Chairman), Neil Lewis and Adrian Chapman.

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

- 1. Apologies for absence** – Cllrs Chris Holloway and Matt James; and Ward Councillor Clive Skelton.
- 2. Declarations of interest and written applications for dispensation** – None declared.
- 3. Minutes of previous meetings** – The minutes from 10 January 2017 were ADOPTED and SIGNED.
- 4. Public Forum** –
 - 6.1. West Mercia Police – The report in the Clerk’s Information Sheet was NOTED.
 - 6.2. Ward Councillor – No report.
 - 6.3. Local residents – Defibrillator as at 6.5 below.
- 5. Financial Procedures** – The balance in the account was NOTED as £13,768.37 as at 27/1/17. The following payments (excluding VAT) were AGREED and income NOTED:
 - 5.1. PG Watts, Lengthsman, £232.50, C/N 439 – Paid on 20/1/17 under Clerk’s delegated powers
 - 5.2. R Robertshaw, Mowing, £500, C/N 440
 - 5.3. Information Commissioner, Data controller registration, £35, C/N 441
 - 5.4. PG Watts, Lengthsman, £247.50, C/N 442
 - 5.5. HALC, 2017-18 subscription, £267.54, C/N 443
 - 5.6. Alison Sutton, Clerk’s expenses, £106.41, C/N 444
 - 5.7. HMRC, PAYE paid on behalf of Clerk, £80.60, C/N 445
 - 5.8. Income from Herefordshire Council, Refund Lengthsman Q3, £723.75
- 6. Village Reports** –
 - 6.1. Lengthsman Scheme – The report in the Clerk’s Information Sheet was NOTED. RESOLVED that: Lengthsman not to work on Cefn Road (U90604) from PROW BE20 to C1073; council will not contact riparian landowners re ditches. The Lengthsman Annual Maintenance Plan for 2017-18 was ADOPTED, Clerk INSTRUCTED to action. RESOLVED to arrange trade waste collection of blue bags from Lengthsman’s address to dispose of litter collected, Clerk INSTRUCTED to action.
 - 6.2. Road defects/Potholes – The report in the Clerk’s Information Sheet of issues that have been notified to Balfour Beatty was NOTED.
 - 6.3. Neighbourhood Development Plan – The report in the Clerk’s Information Sheet was NOTED. Clerk INSTRUCTED to finalise wording re local connections as required by Herefordshire Council officer.
 - 6.4. Parish website – The report in the Clerk’s Information Sheet was NOTED.
 - 6.5. Community defibrillator – The report in the Clerk’s Information Sheet was NOTED. Clerk INSTRUCTED to apply for supported package for defibrillator.
 - 6.6. Traffic problems at Pentre Lane – NOTED that problems with vehicles following Satnavs down lane, Clerk INSTRUCTED to contact Locality Steward re ‘No through road’ notice at C1072/U90608 junction.
 - 6.7. HALC information – NOTED that although information is available, sessions that could be provided as part of service are charged eg. audit update.
 - 6.8. Application to Transparency Fund for a parish council computer and website – NOTED that although funding is available, RESOLVED that would not apply, consider purchase of computer in future if required. Clerk INSTRUCTED to purchase external hard drive for use now.

7. Planning Applications –

7.1. NOTED new procedure for Discharge of Planning Conditions. RESOLVED that Clerk should not put such applications on agendas.

8. Change of dates for meetings – The report in the Clerk’s Information Sheet was NOTED. RESOLVED to change dates as suggested: 16 May (instead of 9 May); 5 September (12 September); 7 November (14 November).

9. Pro-rata payment of Clerk’s SLCC subscription – The report in the Clerk’s Information Sheet was NOTED. RESOLVED to pay £28.95.

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

11. Matters for the next agenda or for Clerk’s action under delegated powers –

Next agenda:

- Pension letters
- Bank paperwork
- Annual Parish Meeting – update on NDP for referendum process.

Clerk’s delegated powers:

- Pay Lengthsman for March
- Pay SLCC
- Arrange Financial Advisory Working Group meeting, 25 April at 19.30.

12. Resolution to exclude public for item 13 – RESOLVED to exclude public from item 13.

13. Employment matters – Confidential minute.

14. Date of next meeting – Tuesday 16 May 2017 at 19.00 for Annual Parish Meeting followed by Annual Meeting of the Parish Council.

This meeting was declared closed at 21.05.

SIGNED.....
(Roger Bayliss, Chairman)

DATE.....