

BRILLEY PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held on
Tuesday 16 May 2017 following the Annual Parish Meeting at 19.00 at Brilley Village Hall

Present: Cllrs Roger Bayliss (Chairman), Neil Lewis, Chris Holloway, Matt James and Adrian Chapman.

In Attendance: Parish Clerk Alison Sutton; 6 members of public.

- 1. Election of Chairman and acceptance of position** – Cllr Roger Bayliss was ELECTED and signed the acceptance of office.
- 2. Election of Vice Chairman** – Cllr Chris Holloway was ELECTED.
- 3. Apologies for absence** – Ward Councillor Clive Skelton.
- 4. Declarations of interest and written applications for dispensation** – None declared.
- 5. Councillors for working groups**
 - 5.1 Financial Advisory Working Group – Cllrs Bayliss, Chapman and Holloway.
- 6. Complaints, Disciplinary & Grievance, Equal Opportunities, Expenses, Health & Safety, Sickness & Absence Policies, Freedom of Information Policy and Details Document, Complaints Procedure, Standing Orders and Code of Conduct** – Policies and documents dated May 2017 were ADOPTED and signed.
- 7. Minutes of previous meetings** – The minutes from 14 March and 25 April 2017 were ADOPTED and SIGNED.
- 8. Public Forum** –
 - 8.1. West Mercia Police – The report in the Clerk's Information Sheet was NOTED.
 - 8.2. Ward Councillor – No report.
 - 8.3. Local residents – None.
- 9. The Internal Audit for 2016-17**
 - 9.1. Internal Audit report – Report was NOTED.
 - 9.2. Recommendations of the Financial Advisory Working Group and the following documents dated May 2017 – Asset Register, Financial Regulations, Electronic Banking Policy and Financial Risk Assessment – The recommendations were NOTED and the documents ADOPTED and signed.
- 10. The Annual Return for 2016-17**
 - 10.1. Annual Governance Statements – Statements AGREED, ADOPTED and signed.
 - 10.2. Accounting Statements – Statements AGREED, ADOPTED and signed.
- 11. Financial Procedures** – The balance in the account was NOTED as £17,401.30 as at 9/5/17. The following payments (excluding VAT) were AGREED and income NOTED:
 - 11.1. PG Watts, Lengthsman, £232.50, C/N 446 – Paid on 14/3/17 under Clerk's delegated powers
 - 11.2. SLCC, Clerk's subscription, £28.95, C/N 447 – Paid on 14/3/17 under Clerk's delegated powers
 - 11.3. PG Watts, Lengthsman, £240, C/N 450
 - 11.4. Community First Trading, Insurance, £157.78, C/N 451
 - 11.5. Alison Sutton, Clerk's expenses, £147, C/N 452
 - 11.6. HMRC, PAYE paid on behalf of Clerk, £81.20, C/N 453
 - 11.7. Income from Herefordshire Council, Part 1 Precept, £5,500
 - 11.8. Income from Herefordshire Council, Refund Lengthsman Q4 2016-17, £803.50.

12. Parish Reports and Issues –

- 12.1. Lengthsman Scheme – The report in the Clerk’s Information Sheet was NOTED.
- 12.2. Road defects/Potholes – The report in the Clerk’s Information Sheet of issues that need to be Balfour Beatty was NOTED and AGREED will be considered on drive-round on 1 June.
- 12.3. Neighbourhood Development Plan – The report was NOTED: 87 votes cast, 41.4% turnout very good for referendum, 88.5% of those who voted were in favour of Brilley NDP.
Recommendation for adoption sent to committee by head of Neighbourhood Planning Department, 2-3 weeks until next committee meeting which will give notice of intention to make (adopt) the Plan, should be made a few days later.
- 12.4. Parish website – The report in the Clerk’s Information Sheet was NOTED. Contact details for Cllrs for website were AGREED, Clerk INSTRUCTED to action.
- 12.5. Community defibrillator – The report in the Clerk’s Information Sheet was NOTED. RESOLVED to donate the defibrillator to the Village Hall under S137. RESOLVED to undertake virement of £500 from Contingency Expenditure line to S137 Expenditure line and Clerk INSTRUCTED to reallocate payment accordingly. Clerk INSTRUCTED to pass details for training officer to Village Hall and amend the Asset Register to show purchase and disposal.
- 12.6. Application at New Inn – The report in the Clerk’s Information Sheet was NOTED.

13. Planning Applications – None.

14. Erection of notices for meetings – Consideration of whether Clerk should put notices up, document tabled by Clerk NOTED. Legal requirements and Clerk’s employment to fulfil legal obligations as part of role NOTED. AGREED Clerk will continue to undertake role.

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

16. Matters for the next agenda or for Clerk’s action under delegated powers – Routine items.

17. Date of next meeting – Tuesday 11 July 2017 at 19.30.

This meeting was declared closed at 20.01.

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

DATE.....