

**BRILLEY PARISH COUNCIL**

Minutes of the Ordinary Meeting of the Parish Council held on  
Tuesday 6 March 2018 at 19.30 at Brilley Village Hall

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

**In Attendance:** Parish Clerk Alison Sutton; 3 members of public.

- 1. Apologies for absence** – Cllr Chris Holloway; Acting Ward Councillor Roger Phillips.
- 2. Declarations of interest and written applications for dispensation** – None.
- 3. Minutes of previous meeting** – The minutes from 16 and 30 January 2018 were ADOPTED and SIGNED.
- 4. Public Forum** –
  - 5.1. West Mercia Police – The report in the Clerk’s Information Sheet was NOTED.
  - 5.2. Ward Councillor – The report in the Clerk’s Information Sheet was NOTED.
  - 5.3. Local residents – None.
- 5. Financial Procedures** – The balance in the account was NOTED as £17,268.59 as at 5/2/18. The following payments (excluding VAT) were AGREED and income NOTED:
  - 5.1. Information Commissioner, Data registration, £35, C/N 476
  - 5.2. Upper Bridge Enterprises, Website license and domain name, £132.50, C/N 477
  - 5.3. HALC, 2018-19 Subscription, £273.43, C/N 478
  - 5.4. PG Watts, Lengthsman, £225, C/N 479
  - 5.5. Alison Sutton, Clerk’s expenses, £127.20, C/N 480
  - 5.6. HMRC, PAYE paid on behalf of Clerk, £81.40, C/N 481
  - 5.7. Income from Herefordshire Council, Refund Lengthsman Q3 and Q4, £342.51.
- 6. Village Reports** –
  - 6.1. Lengthsman Scheme – The report in the Clerk’s Information Sheet of defects identified on drive-round was NOTED. Clerk INSTRUCTED to: contact Locality Steward re slippery road signs; report saltbox by Pentregrove for refilling.
  - 6.2. Upkeep of Village Hall and village green – The report in the Clerk’s Information Sheet was NOTED. RESOLVED to give £1,000 from S137 budget in 2018-19.
  - 6.3. Memorial to mark end of WWI 100 years ago – Request NOTED: plant tree, put in time capsule and add soil from WWI battlefield; possibly plant on 11 November 2018 by oldest and youngest residents; standard apple tree, bittersweet variety, cost approx. £28. RESOLVED to pay for tree and for Cllr Stevenson to represent parish council on community committee to action event.
  - 6.4. Resources catalogue – The report in the Clerk’s Information Sheet was NOTED. Clerk INSTRUCTED to clarify if information in catalogue counts as data once published and if still has to be checked annually. AGREED virement to be considered at next Financial Advisory Working Group meeting to S137 to cover printing costs.
- 7. Planning Applications** –
  - 7.1. NOTED P174629/FH, Crossways, Brilley, HR3 6JQ – Proposed single storey side extensions to create mobility standard home – Approved with conditions.
- 8. New signatory for bank account** – RESOLVED to add Cllr Stevenson as signatory and submit new mandate.
- 9. Paying Clerk’s SLCC subscription (pro-rata)** – The report in the Clerk’s Information Sheet was NOTED. RESOLVED to pay £27.32.

**10. Correspondence** – The report in the Clerk’s Information Sheet was NOTED. Clerk INSTRUCTED to complete the Stop the Drop Litter pledge on behalf of council.

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

Clerk’s delegated powers:

- Arrange meeting for GDPR group – Cllrs Chapman, Stevenson and Lewis with Clerk, Thursday 19 April at 10.00
- Arrange meeting of Financial Advisory Working Group – Cllrs Holloway, Lewis, Chapman with Clerk, Tuesday 24 April at 19.30
- Add email from Ledbury Cllr to next correspondence list.

**12. Date of next meeting** – Annual Meeting of the Parish Council following the Annual Parish Meeting Tuesday 8 May 2018 at 19.00.

This meeting was declared closed at 20.33.

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

**DATE**.....