

**BRILLEY PARISH COUNCIL**

**DRAFT Minutes** of the Annual Meeting of the Parish Council held on Tuesday 8 May 2018 following the Annual Parish Meeting at 19.00 at Brilley Village Hall

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

**In Attendance:** Parish Clerk Alison Sutton; 7 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 Adrian Chapman was ELECTED.
- 3. Apologies for absence** – Acting Ward Councillor Roger Phillips.
- 4. Declarations of interest and written applications for dispensation** – None declared.
- 5. Councillors for working groups**
  - 5.1. Financial Advisory Working Group – Cllrs Chapman and Stevenson and Cllr Holloway or Cllr Lewis.
  - 5.2. General data Protection Regulation (GDPR) Working Group – Cllrs Chapman and Stevenson and Cllr Lewis if available.
- 6. Report of Financial Advisory Working Group (FAWG) and end-of-year accounts for 2017-18** –
  - 6.1. RESOLVED to adopt recommendations of the FAWG as follows: certify as exempt authority; financial position at start of year; salary increase in line with national increase AGREED; GDPR group review all policies and amend in line with GDPR; Clerk INSTRUCTED to approach Lengthsman and ask to consider lower rate that now charging and undertake as near 16 hrs/month as possible. AGREED need extra meeting, if go to quote need work schedule and note of position of culverts etc within parish.
  - 6.2. Governance Statements – recommendation of the FAWG NOTED, Statements completed affirmatively, ADOPTED and SIGNED.
  - 6.3. Accounting Statements – ADOPTED and SIGNED.
  - 6.4. Insurance quote – The report in the Clerk’s Information Sheet was NOTED. RESOLVED to accept insurance quote.
  - 6.5. Asset Register – ADOPTED and SIGNED.
  - 6.6. Delegation of payments to Clerk – The report in the Clerk’s Information Sheet was NOTED. AGREED delegation for: Lengthsman, other maintenance contractors; within meetings; as in Standing Orders.
- 7. Minutes of previous meetings** – The minutes from 6 March 2018 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 – The report in the Clerk’s Information Sheet was NOTED.
  - 8.3. Local residents – Issue of caravan at Welshwood – landowner has until 10 July to comply with enforcement notice.
- 9. Financial Procedures** – The balance in the account was NOTED as £15,608.55 as at 1/4/18. RESOLVED to make following payments and note income:
  - 9.1. SLCC, Clerk’s subscription (pro-rata), £27.32, C/N 482 – Paid 6/3/18 under Clerk’s delegated powers
  - 9.2. PG Watts, Lengthsman, £225, C/N 483 – Paid 31/3/18 under Clerk’s delegated powers

- 9.3. PG Watts, Lengthsman, £275, C/N 484 – Paid 24/4/18 under Clerk’s delegated powers
- 9.4. Community First Trading, Insurance, £160.65, C/N 485
- 9.5. Alison Sutton, Clerk’s expenses, £149.40, C/N 486
- 9.6. HMRC, PAYE paid on behalf of Clerk, £81.20, C/N 487
- 9.7. Income from Herefordshire Council, Precept part 1, £5,500.

**10. Parish Reports and Issues –**

10.1. Lengthsman Scheme – The report in the Clerk’s Information Sheet was NOTED. RESOLVED to sign Annual Contract with Herefordshire Council. Lengthsman’s hourly rate – see 6.1 above.

**11. GDPR Working Group –** Briefing report in Clerk’s Information Sheet and report of GDPR Working Group meeting NOTED.

- 11.1. Actions to achieve compliance – Website, emails, audit, review of all policies, appointment of Clerk as Data Protection Compliance Officer – RESOLVED to undertake actions and make appointment.
- 11.2. GDPR policies – Privacy Policy, Subject Access Policy, Personal Data Management and Audit Policy ADOPTED and SIGNED. General Privacy Notice, Privacy Notice for staff, councillors and role holders NOTED.
- 11.3. GDPR documents – Action Plan, Consent Form, Checklist for implementing Subject Access Request (SAR) policy, templates for replying to SAR partly or in full NOTED.

**12. Planning Applications –** None.

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

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

Next agenda:

- Caravan at Welshwood – July agenda.

**15. Date of next meeting –** Extra meeting Tuesday 22 May at 19.30 and Tuesday 10 July 2018 at 19.30.

This meeting was declared closed at 20.15.

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

**DATE**.....