

BRILLEY PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held on
Tuesday 24 May 2016 following the Annual Parish Meeting at 19.00 at Brilley Village Hall

Present: Cllrs Rocky Lloyd, Roger Bayliss and Christopher Holloway.

In Attendance: Parish Clerk Alison Sutton, Ward Councillor Clive Skelton and 9 members of public

1. **Election of Chairman and acceptance of position by Chairman** – Cllr Rocky Lloyd was ELECTED Chairman and accepted the position.
2. **Election of Vice Chairman** – Cllr Roger Bayliss was ELECTED Vice Chairman.
3. **Co-option of a Councillor** – Adrian Chapman offered to stand for member and was CO-OPTED.
4. **Apologies for absence** – Cllr Matt James.
5. **Declarations of interest and written applications for dispensation** – None declared.
6. **Councillors for Working Groups**
 - 6.1 Neighbourhood Development Plan Steering Group – Cllr Roger Bayliss.
 - 6.2 Financial Advisory Working Group – Chairman and 1-2 Cllrs as available.
7. **Minutes of previous meetings** – 15 March and 5 April 2016 were ADOPTED and signed.
8. **Disciplinary & Grievance, Equal Opportunities, Expenses, Health & Safety, Sickness & Absence Policies, Freedom of Information Policy and Details Document, Standing Orders and Code of Conduct** – Policies and documents dated May 2016 were ADOPTED and signed.
9. **Recommendations from the Financial Advisory Working Group** – The recommendations were accepted and it was RESOLVED to: increase Clerk's salary to scale point 17, with immediate effect; accept quote for insurance from Zurich through Community First; confirm list of delegated payments by Clerk; and ADOPT the Risk Assessment, Asset Register and Electronic Banking policies dated May 2016. The draft amendments to Financial Regulations were CONFIRMED, Clerk INSTRUCTED to add to next agenda for adoption.
10. **Accounts for 2015-16, the Annual Governance Statement and Annual Return** – These were ADOPTED and signed. Clerk INSTRUCTED to write a letter of thanks to Internal Auditor, Peter Davies.
11. **Public Forum** – To receive comments/views from local residents
 - 11.1. West Mercia Police – Report in Clerk's Information Sheet (CIS) was NOTED.
 - 11.2. Ward Councillor – Report NOTED: Eardisley Fire Station open to parish councillors and their guests on 30 June; waste recycling centre at Kington now open; Herefordshire Council confirmed that southern relief road round Hereford will go ahead; will speak to Enforcement Officer re New Inn.
 - 11.3. Local Residents – NOTED there is no parish tree warden.
12. **Financial Procedures** – To note financial position and consider the following payments (excluding VAT) and income:
 - 12.1. SLCC, Clerk's subscription fee, £31.04, C/N 405 – Paid 15/3/16 under Clerk's delegated powers
 - 12.2. The Bishop of Hereford's Registry, Faculty fee, £244.60, C/N 407 – Paid 5/4/16 under Clerk's delegated powers
 - 12.3. HALC, Affiliation and subscription fee, £270.31, C/N 408 – Paid 15/4/16 under Clerk's delegated powers
 - 12.4. PG Watts, Lengthsman, £266.25, C/N 410 – Paid 15/5/16 under Clerk's delegated powers

- 12.5. C Wilson, No flytipping sign, £48, C/N 411
- 12.6. Community First Trading, Insurance premium, £150.78, C/N 412
- 12.7. Alison Sutton, Clerk's expenses, £267.65, C/N 413
- 12.8. HMRC, PAYE, £74.60, C/N 414
- 12.9. Income from Herefordshire Council, Refund of Lengthsman Scheme 2015-16, £708.75
- 12.10. Income from Herefordshire Council, Precept part payment, £5,500

13. Parish Reports and Issues –

- 13.1. Lengthsman Scheme – Report in CIS NOTED. NOTED that Annual Maintenance Plan contract signed 3/5/16 under Clerk's delegated powers.
- 13.2. Road Defects/Potholes – Issues that have been and to be reported to Balfour Beatty CONFIRMED.
- 13.3. Neighbourhood Development Plan – Report in CIS NOTED.
- 13.4. War Memorial – Report in CIS NOTED.
- 13.5. Queen's 90th Birthday celebrations – Report in CIS NOTED. RESOLVED to give donation of £50 to Brilley Village Hall Committee.

14. Planning Applications –

- 14.1. NOTED P160638/L, Lower Bridge Court, Brilley, HR3 6HG – Proposed demolition and replacement of existing rear porch and installation of new window – Approved with conditions.

15. Correspondence – List in CIS NOTED.

16. To raise matters for next agenda or for Clerk's action under delegated powers (no discussion)

Clerk's action:

- Contact Enforcement Officer again
- Arrange extra meeting for planning response.

17. To note date of next meeting – Extra meeting Friday 17 June and Friday Tuesday 12 July 2016 at 19.30

This meeting was declared closed at 20.45.

SIGNED.....
(Chairman)

DATE.....