

BRILLEY PARISH COUNCIL

Minutes of the Ordinary Meeting of the Parish Council held on
Tuesday 10 July 2018 at 19.30 at Brilley Village Hall

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

In Attendance: Parish Clerk Alison Sutton; 4 members of public.

- 1. Apologies for absence** – Acting Ward Councillor Roger Phillips.
- 2. Declarations of interest and written applications for dispensation** – Cllrs Neil Lewis and Alasdair Stevenson DECLARED a Disclosable Pecuniary Interest in item 8.1. and left the meeting during this item.
- 3. Minutes of previous meetings** – The minutes from 8 May and 22 May 2018 were ADOPTED and SIGNED.
- 4. Public Forum –**
 - 4.1. West Mercia Police – The report in the Clerk's Information Sheet was NOTED.
 - 4.2. Ward Councillor – The report in the Clerk's Information Sheet was NOTED.
 - 4.3. Local residents – Work done by Balfour Beatty in Powys on boundary of parish, question why Herefordshire taxpayers money spent in Powys. AL Lewis VC Trail, update sent, Clerk INSTRUCTED to add to September agenda. Re 8.1: Garages offered to householders but not taken up, no issue with access as applicant has right of way, re-roofing of garages undertaken as part of original permission; traffic associated with barn if used as garages already on site, more traffic if converted, application for campsite raised issue that access not suitable for intensification on site; not within settlement boundary for NDP, would be windfall.
- 5. Financial Procedures** – The balance of the account of £20,041.09 at 7 June 2018 was NOTED. Actual payments and receipts REVIEWED and AGREED against budget as in appendix:
 - 5.1. PG Watts, Lengthsman, £274.50, C/N 488 – Paid 15/6/18 under Clerk's delegated powers
 - 5.2. Easyspace Ltd, GDPR new domain name, £162 (inc. £27 VAT), C/N 489 – Paid 15/6/18 under Clerk's delegated powers
 - 5.3. PG Watts, Lengthsman, £288, C/N 490
 - 5.4. Alison Sutton, Clerk's contracted & extra hrs salary and expenses for June-July 2018, £603.71, C/N 491
 - 5.5. HMRC, PAYE paid on behalf of Clerk, £108.60, C/N 492
 - 5.6. Receipt from HM Revenue and Customs, Refund VAT 2017-18, £176.89
- 6. Parish Reports –**
 - 6.1. Lengthsman scheme – The report in the Clerk's Information Sheet was NOTED. AGREED Financial Advisory Working Group to consider work sheets for 2019-20 in autumn.
 - 6.2. Expenditure in Powys by Balfour Beatty – See 4.3. Clerk INSTRUCTED to contact Balfour Beatty about issue.
 - 6.3. Caravan at Welshwood – Clerk INSTRUCTED to contact Enforcement Officer.
 - 6.4. Plaque for commemorative tree – RESOLVED in principle to pay for plaque inscribed '1918-2018 We still remember them'. Parishioner to obtain quote for next meeting.
- 7. Policies and Documents dated July 2018** – Standing Orders, Financial Regulations, Financial Risk Assessment, Health & Safety, Complaints, Disciplinary & Grievance, Electronic Banking, Equal Opportunities, Expenses, Publication Details, Relations with Press & Media, Sickness & Absence ADOPTED and SIGNED.

8. Planning Applications –

- 8.1. P182027, Land at the garage and store building, Welshwood Farm, Whitney-on-Wye – Proposed change of use of an existing barn and grounds into a single new dwelling – RESOLVED: unable to support application without a detailed design and access statement and information to enable consideration whether application will meet Brilley NDP policy BR3 and Core Strategy policy RA5, wish to see Highway Engineer's opinion on application, in relation to access at junction of track from farm with C1073, particularly in light of Highway's opinion given in 2017 ref 172963.
- 8.2. NOTED P182016/PA7, Llanhedry Whitney-On-Wye, HR3 6JS – Prior notification of agricultural or forestry development – proposed building – Prior approval not required, work can proceed

9. **GDPR** – Report NOTED: difficulties obtaining required data from current site resolved, work can now continue on getting consents; mock-up considered, AGREED photo as header, Clerk to obtain picture of church or Brilley sign. New website to go live in September.

10. 2018 Code of Conduct – ADOPTED and SIGNED. Registrable interests signed.**11. Training requirements –** Clerk inform Cllr Stevenson of date, when available, of Roles and responsibilities session.**12. Correspondence –** The report in the Clerk's Information Sheet was NOTED.**13. Matters for the next agenda or for Clerk's action under delegated powers –**

Next agenda:

- AL Lewis VC Trail.

Clerk's delegated powers:

- Upload information on Hay-on-Wye WWI commemoration to website.

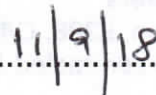
14. Date of next meeting – Tuesday 11 September 2018 at 19.30.

This meeting was declared closed at 20.57.

SIGNED.....


 (Roger Bayliss, Chairman)

DATE.....



Brilley Parish Council
Income and Expenditure
against Budget 2018-19

APPENDIX FOR 10 JULY 2018

2016-2017 Actual	Budget 2017-18 at 1/4/17	2017-2018 Actual	Budget 2018-19 at 1/4/18	Budget 2018-19 at 8/5/18	2018-2019 Actual (to date)		Budget 2019-20
£2,876.25	£825.00	£1,628.50			£0.00	Lengthsman (from HC)	
£11,000.00	£11,000.00	£11,000.00	£11,000.00	£11,000.00	£5,500.00	Precept	
£573.63		£236.25			£176.89	VAT reclaim	
£275.00		£0.00			£0.00	Public subscription	
£4,000.00					£0.00	From reserves for war memorial	
				£1,300.00		From reserves GDPR costs & salary	
£18,724.88	£11,825.00	£12,864.75	£11,000.00	£12,300.00	£5,676.89		
Expenditure							
£3,161.26	£3,400.00	£3,123.90	£3,400.00	£3,700.00	£1,262.88	Clerks salary and expenses	
£100.00	£100.00	£100.00	£100.00	£100.00	£0.00	Audit	
£500.00	£1,000.00	£500.00	£0.00	£0.00	£0.00	Mowing	
£126.22	£150.00	£138.32	£150.00	£150.00	£5.81	Postage and stationery	
£150.78	£155.00	£157.78	£170.00	£170.00	£160.65	Insurance	
£2,880.00	£3,300.00	£2,880.00	£3,300.00	£3,300.00	£837.50	Lengthsman	
£270.31	£300.00	£273.43	£300.00	£300.00	£0.00	Subscription - HALC	
£0.00	£200.00	£200.00	£200.00	£200.00	£0.00	Training	
£0.00	£126.00	£265.00	£140.00	£140.00	£0.00	Website	
£0.00	£200.00	£0.00	£200.00	£200.00	£0.00	Election	
£48.00	£200.00	£63.75	£200.00	£200.00	£0.00	Parish maintenance, notice boards, grit bins	
£35.00	£35.00	£35.00	£35.00	£35.00	£0.00	Data Protection	
£55.00	£200.00	£6.00	£200.00	£200.00	£0.00	Parish expenses	
£267.54	£1,859.00	£0.00	£1,605.00	£1,605.00	£0.00	Contingency	
£236.25		£176.89			£27.00	VAT	
£3,590.00		£0.00			£0.00	War memorial repair	
£0.00	£600.00	£1,250.00	£1,000.00	£1,000.00	£0.00	S137 grants and donations	
				£1,000.00	£135.00	GDPR	
£11,420.36	£11,825.00	£9,170.07	£11,000.00	£12,300.00	£2,428.84		

Includes payments from this meeting

BANK RECONCILIATION

Balance per bank statement at 7 June 2018

Current account

£
£20,041.09

£20,041.09

Less: unrepresented cheques at 7 June 2018

Net balances as at 7 June 2018

£20,041.09

Cash book

Opening balance at 1 April 2018

£15,608.55

Add: receipts in year

£5,676.89

Less: payments in year

-£1,244.35

Closing balance per cash book at 26 June 2018

£20,041.09

Uncommitted reserves are

£16,719.56 at 7 June 2018

S137 allocation (£7.86 x 209)

£1,642.74

SALARY ANALYSIS

	Budget	Current month	Running total
<u>Salary</u>	£3,400.00		
May @ £406.98			
July-March @ £425.01		£425.01	£831.99
<u>GDPR hours</u>	£300.00	£117.69	£117.69
TOTAL	£3,700.00	£542.70	£949.68

R.F.B.