

BRILLEY PARISH COUNCIL

Minutes of the Ordinary Meeting of the Parish Council held on
Tuesday 11 September 2018 at 19.30 at Brilley Village Hall

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

In Attendance: Acting Ward Councillor Roger Phillips; Parish Clerk Alison Sutton; 5 members of public.

1. **Apologies for absence** – Cllr Neil Lewis.
2. **Declarations of interest and written applications for dispensation** – Cllr Alasdair Stevenson DECLARED a Disclosable Pecuniary Interest in item 7.1. and left the meeting during this item.
3. **Minutes of previous meeting** – The minutes from 10 July 2018 were ADOPTED and SIGNED. Clerk INSTRUCTED to ask planning to request a design and access statement or full information for application P182027/F.
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. Update NOTED: Clerks' summit with PC Dean Wall, planning officer and Locality Steward; need to identify roads for next years resurfacing programme; emailed Cabinet Member for Roads to get refund for work done in Powys; adult care over budget but council in good position for small rural authority; pressures mean difficult decisions to keep finances under control, looked after children large part of budget; road from A49 to A465, planning permission granted, waiting for 2 compulsory purchases; Kington practice meeting 12.9.18.
 - 4.3. Local residents – Re 7.1: Access narrow track onto C road with passing places; tourist development for bungalows not barns, way to get housing with change of use later; access over strip from track to get to field but no permission to put hard surface on strip or do works; hedging all round either side of Herefordshire Trail, obstruct view from Trail, won't attract tourists but put them off; not in settlement boundary or allocated site.
5. **Financial Procedures** – The balance of the account of £18,604.28 at 7 August 2018 was NOTED. Actual payments and receipts REVIEWED and AGREED against budget as in appendix:
 - 5.1. PG Watts, Lengthsman for July and August, £540, C/N 493.
 - 5.2. Eyelid Productions Ltd, Website, £500, C/N 494.
 - 5.3. Alison Sutton, Clerk's contracted & extra hrs salary and expenses for August-September 2018, £478.23, C/N 495.
 - 5.4. HMRC, PAYE paid on behalf of Clerk, £93.80, C/N 496.
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 required for 2019-20.
 - 6.2. Next drive-round – Clerk INSTRUCTED to arrange next drive-round for before next inspection; need to identify roads for resurfacing.
 - 6.3. Work in Powys – See 4.2. Clerk INSTRUCTED to contact Herefordshire Council.
 - 6.4. Caravan at Welshwood – Report NOTED: caravan sold to someone in Spain, even so hopefully full enforcement soon.
 - 6.5. AL Lewis VC Memorial Trail – Route now round most places connected with Allan Lewis, leaflet going to print; Unveiling memorial stone in cathedral at 10.00 and bronze statue at 11.00 on 21 September. Brilley 05.30 on 21 September, simple reading of citation. Whitney-on-Wye church service 14.00 on 22 September. Tree and plaque identified and need to be purchased, parishioner advised to arrange invoices to go to Clerk for paying, Clerk INSTRUCTED to pay under delegation.

6.6. Local traffic works in September – Dates NOTED.

7. Planning Applications –

- 7.1. P182750/F, Land at Welshwood Farm, Whitney-on-Wye, HR3 6JA – Change of use from agricultural to tourism (Class C1), and construction of two 3-bedroom barns to be used as holiday accommodation – RESOLVED to object on the following grounds: outside the development boundary and in non-conformity with Brilley NDP; no reference made to Brilley NDP; development situated at bottom of field, no space for septic tank unless sited higher than development and flowing uphill; no water connection in field or strip that access has to pass over, have to go to main road for supply; description of development as barns misleading, development is 3-bed bungalows x2; negative tourism impact from 4m hedge along Herefordshire Trail; unable to construct roadway over access strip, able to pass over but unable to do work for access as shown on plan; boundary of site incorrect to south-east, boundary in line with The Granary; no proven need for tourist accommodation.

8. **GDPR Working Group** – Report NOTED: website nearly ready and new emails then activated.

9. **Response to Herefordshire Children and Young People's Plan** – AGREED no response.

10. **Response to Herefordshire Scrutiny Committee review on potholes and the public realm** – Clerk INSTRUCTED to respond with following points; no money spent in Powys, know where boundaries are, be responsible for correct maintenance; look at stretch of road, record with photos any work done not previously identified by Locality Steward, reduce waste of few potholes filled in many places and others left unfilled for another visit.

11. **Representation at the Parish Councils Summit meeting** – The report in the Clerk's Information Sheet was NOTED. RESOLVED that Cllr Stevenson will attend.

12. **Correspondence** – The report in the Clerk's Information Sheet was NOTED. Clerk INSTRUCTED to accept invitation for Chair to attend ceremony in Hereford as at 6.5 on behalf of Brilley PC.

13. Matters for the next agenda or for Clerk's action under delegated powers –

Clerk's delegated powers:

- Arrange Finance Advisory Group Meeting 4.00pm, Wednesday 3 October
- Clerk's sick leave 16-21 October and possibly longer NOTED.

14. **Date of next meeting** – Tuesday 6 November 2018 at 19.30.

This meeting was declared closed at 21.12.

SIGNED R. F. Bayliss
(Roger Bayliss, Chair)

DATE 6-11-18

Brilley Parish Council
Income and Expenditure
against Budget 2018-19

APPENDIX FOR 11 SEPTEMBER 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)	Income	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	£1,814.02	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	£26.80	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	£1,377.50	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	£635.00	GDPR	
£11,420.36	£11,825.00	£9,170.07	£11,000.00	£12,300.00	£4,040.97		

Includes payments from this meeting

BANK RECONCILIATION

Balance per bank statement at 7 August 2018

Current account

£
£18,604.28
£18,604.28

Less: unpresented cheques at 7 August 2018

Net balances as at 7 August 2018

£18,604.28

Cash book

Opening balance at 1 April 2018

£15,608.55

Add: receipts in year

£5,676.89

Less: payments in year

-£2,681.16

Closing balance per cash book at 26 June 2018

£18,604.28

Uncommitted reserves are

£15,282.75 at 7 August 2018

SALARY ANALYSIS

	Budget	Current month	Running total
<u>Salary</u>	£3,400.00		
May @ £406.98			
July-March @ £425.01		£425.01	£1,257.00
<u>GDPR hours</u>	£300.00	£44.13	£161.82
TOTAL	£3,700.00	£469.14	£1,418.82

S137 allocation (£7.86 x 209)

£1,642.74

J.K. Bayliss.