

BRILLEY PARISH COUNCIL

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

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

In Attendance: Parish Clerk Alison Sutton; 2 members of public.

- 1. Apologies for absence** – Acting Ward Councillor Roger Phillips.
- 2. Declarations of interest and written applications for dispensation** – None.
- 3. Minutes of previous meeting** – The minutes from 11 September and 3 October 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 – Problem with litter, Clerk INSTRUCTED to contact parishioner to ask if willing to organise litter picks and state support available from the PC. Allan L Lewis VC walk, leaflet now printed and at relevant places; train being named after AL Lewis VC. Remembrance, plaque will be mounted on post, tree being donated and put in. Overgrown hedge affecting visibility, Clerk INSTRUCTED to write to landowner.
- 5. Financial Procedures** – The balance of the account of £22,213.25 at 26 October 2018 was NOTED. Actual payments and receipts REVIEWED and AGREED against budget as in appendix:
 - 5.1. PG Watts, Lengthsman, £279, C/N 497 – Paid 3/10/18 under Clerk's delegated powers.
 - 5.2. PG Watts, Lengthsman for October, £297, C/N 498.
 - 5.3. HALC, Training, £120 (inc. £20 VAT), C/N 499.
 - 5.4. Second Life Products Wales Ltd, Memorial plaque, £96 (inc. £16 VAT), C/N 500.
 - 5.5. Alison Sutton, Clerk's contracted & extra hrs salary and expenses for October-November 2018, £542.94, C/N 501.
 - 5.6. HMRC, PAYE paid on behalf of Clerk, £108.60, C/N 502.
 - 5.7. Income from Herefordshire Council, Precept part 2, £5,500.
- 6. Draft Lengthsman schedule** – With some amendments, RESOLVED to adopt schedule.
- 7. Recommendations from Financial Advisory Working Group re: Lengthsman, elections, salary, website and other expenses for budget; Financial Risk Assessment; Asset Register; delegated payments** – Recommendations ADOPTED: £4,000 for Lengthsman, reserves for part of increase, increase precept by £500 for rest; salary and expenses as this year's start of year budget; allow £150 to have Internal Audit from HALC, as exempting from External Audit; minimal Contingency, use reserves in emergency; adopt Risk Assessment and Asset register at next meeting; continue delegated payments. Clerk INSTRUCTED to ask HALC re qualifications of HALC Internal Auditor.
- 8. Draft budget and precept requirement for 2019-20 and letter to parishioners** – RESOLVED to adopt budget of £12,000, precept of £11,500. Clerk INSTRUCTED to draft letter to parishioners about: reasons for precept increase, Lengthsman role, litter picking and new website and email addresses.
- 9. Parish Reports** –
 - 9.1. Lengthsman scheme – The report in the Clerk's Information Sheet was NOTED. Defects from drive-round: 90604 by Glenavon – logged for asset management for resurfacing – passed on to Cllr Phillips as well; 90604 by The Cefn – logged for BB to install 2 verge markers, logged x1

edge damage; 90602 past Pentregrove – ?correct site found, check next drive-round; 90602 between Pentregrove and Pentremiley – x2 logged; 90605 from Pentremiley turn – x2 logged; 90605 past Upper Bridge Court – x3 logged; 90605 on bank near Rhydspence jct. – x3; 90605 – road scrape logged; C1072 Brilley sign – cap missing from top of post logged for new cap; C1072 south before C1072/C1073 jct. – staggered jct sign logged for replacing; C1072 north before C1072/C1073 jct. – 'slow' sign on road logged for repainting. Clerk INSTRUCTED to log salt bin on 90600 for replacement.

- 9.2. Caravan at Welshwood – Report NOTED: waiting advice from legal as caravan sold to someone in Spain. Clerk INSTRUCTED to contact enforcement and ask why not being removed now as been on site 17 months.
- 9.3. Request re Brilley War Memorial – Report in Clerk's Information Sheet NOTED. Clerk INSTRUCTED to: check with contractor that can use name in report; work with parishioner on report.
- 9.4. Donation to Village Hall for maintenance – RESOLVED to pay grant of £1,000 to hall for maintenance under S137. Clerk INSTRUCTED to add to May agenda to pay.
- 9.5. Arrangements for centennial Remembrance Day – wreath laying and ringing of church bells at 11.00; commemoration event and tree planting at 14.00; Village Hall committee and PCC organising tea following tree planting; AGREED that Chair will speak on behalf of PC to open commemoration event for tree planting. Clerk INSTRUCTED to put together programme of events and print.

10. Planning Applications –

- 10.1. P183480/L, Fern Hall, Whitney-on-Wye, HR3 6JP – Re-roof existing Fernhall Farm building and adjoining barn. Install new external door to rear (south) elevation with timber cladded wall of adjoining barn – RESOLVED to support, in conformity with Brilley NDP.

11. GDPR Work – Report NOTED: Clerk's new email address activated and emails transferred with help from Cllr Chapman; new website activated; new emails for Cllrs in progress.

12. Report on Herefordshire Council PC Summit meeting – Report NOTED: 100 Cllrs, Ward Cllrs and Herefordshire staff attended; aim to work together on social issues to reduce costs, address issues before become a problem; Herefordshire population ageing faster than average, more older people in population who will/do need care. RESOLVED Cllr Stevenson attend second meeting in January.

13. Dates for meetings in 2019 – NOTED: Tuesday 15 January, Tuesday 5 March, Thursday 9 May, Tuesday 9 July, Tuesday 10 September, Tuesday 12 November, at 19.30 apart from May at 19.00.

14. Correspondence – The report in the Clerk's Information Sheet was NOTED. Clerk INSTRUCTED to upload Christmas waste and recycling information and flyer on gritting and salt bins to website.

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

Clerk's delegated powers:

- As above
- Arrange extra meeting for planning if required.

16. Date of next meeting – Tuesday 15 January 2019 at 19.30.

This meeting was declared closed at 21.15.

SIGNED.....

(Roger Bayliss, Chair)

DATE 15/1/19.....

Brilley Parish Council
Income and Expenditure
against Budget 2018-19

APPENDIX FOR 6 NOVEMBER 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	£11,000.00	Precept	£11,500.00
£573.63		£236.25			£176.89	VAT reclaim	
£275.00		£0.00			£0.00	Public subscription	
£4,000.00				£1,300.00	£0.00	From reserves for war memorial	
						From reserves GDPR costs & salary	
						From reserves for Lengthsman increase	£500.00
£18,724.88	£11,825.00	£12,864.75	£11,000.00	£12,300.00	£11,176.89		£12,000.00
Expenditure							
£3,161.26	£3,400.00	£3,123.90	£3,400.00	£3,700.00	£2,457.42	Clerks salary and expenses	£3,400.00
£100.00	£100.00	£100.00	£100.00	£100.00	£0.00	Audit	£150.00
£500.00	£1,000.00	£500.00	£0.00	£0.00	£0.00	Mowing	
£126.22	£150.00	£138.32	£150.00	£150.00	£34.84	Postage and stationery	£150.00
£150.78	£155.00	£157.78	£170.00	£170.00	£160.65	Insurance	£170.00
£2,880.00	£3,300.00	£2,880.00	£3,300.00	£3,300.00	£1,953.50	Lengthsman	£4,000.00
£270.31	£300.00	£273.43	£300.00	£300.00	£0.00	Subscription - HALC	£300.00
£0.00	£200.00	£200.00	£200.00	£200.00	£100.00	Training	£300.00
£0.00	£126.00	£265.00	£140.00	£140.00	£0.00	Website	£350.00
£0.00	£200.00	£0.00	£200.00	£200.00	£0.00	Election	£1,000.00
£48.00	£200.00	£63.75	£200.00	£200.00	£0.00	Parish maintenance, notice boards, grit bins	£200.00
£35.00	£35.00	£35.00	£35.00	£35.00	£0.00	Data Protection	£50.00
£55.00	£200.00	£6.00	£200.00	£200.00	£0.00	Parish expenses	£200.00
£267.54	£1,859.00	£0.00	£1,605.00	£1,605.00	£0.00	Contingency	£730.00
£236.25		£176.89			£63.00	VAT	
£3,590.00		£0.00			£0.00	War memorial repair	
£0.00	£600.00	£1,250.00	£1,000.00	£1,000.00	£80.00	S137 grants and donations	£1,000.00
				£1,000.00	£635.00	GDPR	
£11,420.36	£11,825.00	£9,170.07	£11,000.00	£12,300.00	£5,484.41		£12,000.00

Includes payments from this meeting

BANK RECONCILIATION

Balance per bank statement at 26 October 2018

Current account

£
£22,213.25

Less: unrepresented cheques at 26 October 2018

Net balances as at 26 October 2018

£22,213.25
£22,213.25

Cash book

Opening balance at 1 April 2018

£15,608.55

Add: receipts in year

£11,176.89

Less: payments in year

-£4,572.19

Closing balance per cash book at 26 October 2018

£22,213.25

Uncommitted reserves are

£16,920.25 at 26 October 2018

S137 allocation (£7.86 x 209)

£1,642.74

SALARY ANALYSIS

	Budget	Current month	Running total
Salary	£3,400.00		
May @ £406.98			
July-March @ £425.01		£425.01	£1,682.01
GDPR hours	£300.00	£117.69	£279.51
TOTAL	£3,700.00		£1,961.52

AC