

BRILLEY PARISH COUNCIL

Minutes of the Ordinary Meeting of the Parish Council held on
Tuesday 19 March 2019 at 19.30 at Brilley Village Hall

Present: Cllrs Roger Bayliss (Chair), Adrian Chapman (Vice Chair), Alasdair Stevenson and Neil Lewis.

In Attendance: Acting Ward Councillor Roger Phillips; Parish Clerk Alison Sutton; 1 member of public.

- 1. Apologies for absence** – Cllr Christopher Holloway.
- 2. Declarations of interest and written applications for dispensation** – None.
- 3. Minutes of previous meeting** – The minutes from 15 January 2019 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. Update NOTED: budget set, up 4.9%, Police and Crime Commissioner up 9.5%; broadband should deliver 30mbps to 50% properties in Castle ward via fibre to green box or house, Gigaclear work to increase by 39%, but some slow speeds still; grant available for rural business of diversified farm or non-farming business; Kington Patients Participation Group – still understaffed, 3 nursing homes lead to extra work, looking for funding; Hereford bypass A49 at Rotherwas to A465 signed off by Secretary of State; thanks to Cllrs and Clerk for work this council term; thanks from Chair to Ward Cllr Phillips for standing in as Castel Ward Cllr long-term sick leave.
 - 4.3. Local residents – Large HGVs going down Chapel Road, consider signage at next drive-round, Clerk INSTRUCTED to get cost of recent signage elsewhere.
- 5. Financial Procedures** – The balance of the account of £21,048.71 at ~~7 January~~ ^{4 March} 2019 was NOTED. Actual payments and receipts REVIEWED and AGREED against budget as in appendix. RESOLVED to appoint HALC to undertake 2018-19 end-of-year Internal Audit:
 - 5.1. PG Watts, Lengthsman work January, £274.50, C/N 506 – Paid 19/2/19 under Clerk's delegated powers.
 - 5.2. Information Commissioner, Data registration, £40, C/N 507 – Paid 19/2/19 under Clerk's delegated powers.
 - 5.3. PG Watts, Lengthsman work February, £274.50, C/N 508.
 - 5.4. HALC, Subscription 2019-20, £340.62 (inc. £56.77 VAT), C/N 509.
 - 5.5. Upper Bridge Enterprises, Community website licence and domain name, £159 (inc. £26.50 VAT), C/N 510.
 - 5.6. Alison Sutton, Clerk's contracted salary and expenses for Feb-March 2019, £434.51, C/N 511.
 - 5.7. HMRC, PAYE paid on behalf of Clerk, £85, C/N 511.
- 6. Parish Reports and Issues –**
 - 6.1. Lengthsman Scheme – The report in the Clerk's Information Sheet was NOTED, including defects from drive-round. Quotes for Lengthsman work for 2019-20 NOTED; RESOLVED to commission current contractor; Clerk INSTRUCTED to remove digger work from work schedule, add to reactive hours, stress no litter picking.
 - 6.2. Litter problems – Report NOTED: Litter picking group in process of being set-up; once date known, Clerk INSTRUCTED to arrange equipment loan and bag pick-up from Balfour Beatty.
 - 6.3. Planning breach – Report NOTED: Enforcement Officer working with landowner on retrospective planning application.

7. Planning Applications –

- 7.1. NOTED P182750/F, Land at Welshwood Farm, Whitney on Wye, HR3 6JA – Change of use from agricultural to tourism (Class C3), and construction of two 3-bedroom barns to be used as holiday accommodation – Re-consultation – Refused.

8. Election requirements and dates – NOTED: submission date for completed nomination forms 3 April at 4.00pm by hand; Clerk collect from parish and take to Electoral Office if required.**9. Pro-rata payment of training and SLCC membership for Clerk –** The report in the Clerk's Information Sheet was NOTED. RESOLVED to pay £14.82 for training and £30.10 for subscription.**10. Correspondence –** The report in the Clerk's Information Sheet was NOTED.**11. Matters for the next agenda or for Clerk's action under delegated powers –**

Next agenda:

- Signage re SatNav
- Litter picking update
- As above.

Clerk's delegated powers:

- Inform Herefordshire Council of new PC website address
- Cheque for £30.10 for SLCC
- Cheque for £265.50 for PG Watts
- As above.

12. Date of next meeting – Annual Parish Meeting Tuesday 9 May at 19.00, followed by Annual Meeting of the Parish Council.

This meeting was declared closed at 20.33.

SIGNED.....


(Chair)

DATE.....

9/5/2019

Brilley Parish Council
Income and Expenditure
against Budget 2018-19

APPENDIX FOR 19 MARCH 2019

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	£3,633.75	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	£127.25	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	£3,033.50	Lengthsman	£4,000.00
£270.31	£300.00	£273.43	£300.00	£300.00	£283.85	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	£132.50	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	£40.00	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			£146.27	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	£8,372.77		£12,000.00

Includes payments from this meeting

BANK RECONCILIATION

Balance per bank statement at 4 March 2019

£
£19,453.98

Current account

£19,453.98

Less: unrepresented cheques at 4 March 2019

Net balances as at 4 March 2019

£19,453.98

Cash book

Opening balance at 1 April 2018

£15,608.55

Add: receipts in year

£11,176.89

Less: payments in year

-£7,331.46

Closing balance per cash book at 26 October 2018

£19,453.98

Uncommitted reserves are

£11,050.00 at 19 March 2019

(includes monies for contingency and VAT)

SALARY ANALYSIS

	Budget	Current month	Running total
<u>Salary</u>	£3,400.00		
May @ £406.98			
July-March @ £425.01		£425.01	£2,532.03
<u>GDPR hours</u>	£300.00		£416.82
TOTAL	£3,700.00		£2,948.85

Ac.

S137 allocation (£7.86 x 209)

£1,642.74