

Brilley Parish Council

Minutes of the Annual Meeting of the Parish Councillors held on
Monday 23rd May 2022 at 19.40 in Brilley Village Hall

Present: Adrian Chapman (AC), Alasdair Stevenson (AS), Roger Bayliss, Steve Anning (SA)
Also present: Emma Noble (clerk) and a member of the public

1. **To Elect a Chairman** – AS proposed and RB seconded that AC be elected as Chairman – All present agreed and AC accepted the role as Chairman and signed the declaration of acceptance.
2. **To Elect a Vicechair** – AC proposed and SA seconded that AS be elected as Vice Chair – all present were in agreement and AS accepted the role of Vice Chair.
3. **To receive apologies of absence** – Apologies received for Ward Cllr Graham Jones
4. **To receive declarations of interest and written applications for dispensation – none received**
5. **To adopt minutes of previous meeting** – 8th March - AS proposed and RB seconded that the minutes were a true account of the meeting – all present agreed and the minutes were adopted.
6. **Public Forum**
 - 6.1. Ward Councillors Report – The Ward Councillor has given his apologies
 - 6.2. Local Residents – At Chairman's discretion, up to 10 mins will be allocated for the public to make representations, ask questions & give evidence in respect of any item on the agenda. Maximum of 2 mins per person is allowed. Item is not for comment on parish council discussions or decisions. Issues raised will be in public minutes and may be videoed or recorded –

The member of the public present will give representation on item 12.
7. **Financial Procedures** – To note financial position, bank reconciliation and consider the following payments and income against budget.
 - 5.1 PG Watts, Lengthsman for January 2022 £325.00 - ACTIONED
 - 5.2 Clerks salary in accordance with the budget (9/03/22-23/05/22 11 weeks pay) £581.35 - ACTIONED
 - 5.3 Clerks expenses (4 return journeys 36 miles per journey 0.45 ppm £64.80 - ACTIONED
 - 5.4 To consider insurance renewal £152.62 - ACTIONED
8. **To appoint an internal auditor in relation to the Annual Governance and Accounting Returns** – The Parish Council debated whether to go with HALC for an internal audit for a cost in excess of £200 or to appoint the internal auditor used last year which cost £50 approx. All present agreed the auditor used last year meets all the criteria needed and therefore agreed to use the auditor used last year – the clerk will contact the auditor and proceed to get the documents ready. **ACTION: CLERK**
9. **Planning – to consider planning applications determined by Herefordshire Council** – No planning applications have been received. It was determined that the clerk will ask the planning department for updates on Hillgate, Cefn and Gardeners Cottage at Brilley Court. The clerk will report back to the parish council. **ACTION: CLERK**
10. **To consider commenting on Local Plan Options 2021-2041**
 - 8.1) To consider comments from Llangarron PC – The Parish Council discussed this at length and it was agreed by all present that AC and AS will submit to the clerk comments as appropriate but the consensus was that they would recommend no change to the current policy. **ACTION: AS AC**
11. **Parish Reports and Issues** –
 - 9.1 Lengthsman Scheme – To note report – This was NOTED.

It was brought to the attention of the parish council that trees by Montpellier Cottage and Pound Farm need cutting back – clerk will write a letter as appropriate – **ACTION: CLERK**

- 12. To comment on Verge cutting schedule** - The member of the public was invited to give comments. AC has been working with Liz Tucker and Pat Sterling regarding this and it was decided that Liz Tucker will ask local residents to contact the clerk with recommendations for any verges that they wish to be considered for Verging on Wild. Road Safety will always be a priority and visibility will not be compromised. Balfour Beatty are just going with one cut as previously discussed and the clerk will liaise with Liz Tucker and Verging on Wild. **ACTION Liz Tucker and Clerk**
- 11. To comment on the removal of the BT payphone box** - It has been brought to the attention of the Parish Council that the payphone box by Tall Birches earmarked for removal. This phone box comes under Gladestry Community Council. The clerk will contact the Community Council clerk to ascertain if an appeal has been lodged or whether they have received a call log from BT confirming useage of the payphone and report back to the parish council. **ACTION: CLERK**
- 12.To comment on Woodland Trust Trees for Communities** – At present it was felt that no trees were needed however it will be kept on file for any future requests from the parish.
- 12. To note resignation of Chris Holloway and Notice of Vacancy** – Chris Holloway’s resignation was NOTED and the clerk has informed Elections. A Notice of Vacancy has been advertised. Roger Bayliss resigned due to his impending move from the parish – AC accepted his notice and thanked RB for his valuable contribution to the Parish Council over the last 40 years or so. Clerk to inform Elections of the vacancy.
- 13. To consider items for next agenda** – BT digital update/broadband – co opt Parish Councillor
- 14. To note date of next meeting** – **Thursday 14th July 2022** at 7.30pm
Meeting ended at 8.14pm

SignedChairperson

Date.....

ADOPTED 30th June 2022