

Brilley Parish Council

Minutes of the Ordinary Meeting of Parish Council meeting on
Monday 16 September 2024 at 19.30 in Brilley Village Hall

In attendance: Alasdair Stevenson (AS, Chair), Adrian Chapman (Vice Chair), Gareth Bufton (GB)
and Amber Littleworth, Parish Clerk
2 members of the public

1. **To receive apologies of absence** – Liz Tucker (LT) and Ward Councillor Robert Highfield
2. **To receive declarations of interest and written applications for dispensation** – none received
3. **To adopt minutes of previous meeting** – 13 May 2024 – the Minutes were agreed by all present to be a true account of the meeting - AC proposed the minutes be adopted and GB seconded – the minutes were therefore ADOPTED and SIGNED.
4. **Public Forum** – 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.

4.1 Ward Councillor – No report received from Ward Councillor.

4.2 Local Residents – members of the public are very concerned about the state of the verges within the parish. There is zero road safety awareness from Balfour Beatty and with two recent accidents in the parish, the negligence must stop. The Parish Council agreed with members of the public that the upkeep from Balfour Beatty has been poor to non-existent. It was AGREED that the Parish Council must take this matter further, and involve Herefordshire Council with an official complaint. AS (Chair) will speak at length with Ward Councillor about this and apply pressure from within Herefordshire Council.

*Clerk to source a verges representative from Herefordshire Council

A second member of public informed the Parish Council Balfour Beatty visited the area on Friday 13 May to refill a small pot hole within the parish. It was noted by this member of the public that it took 6 men to carry out this small task.

5. **Planning –**
 - 5.1 P24099/PA7 – Application for prior notification for proposed standard steel framed agricultural building.
Penbrilley Farm, Whitney on Wye, Herefordshire HR3 6HW
Determination Made – Prior Approval Not Required – **NOTED by the Parish Council**
 - 5.2 P241445/PA7 – Application approval notification for extension to existing agricultural building.
Pentremiley, Whitney on Wye, Herefordshire HR3 6HJ
Determination Made – Prior Approval Not Required – **NOTED by the Parish Council**
 - 5.3 Enforcement Action of Land East of Upper Bridge Court – there is concern that in spite of what has been said to the Planning Enforcement Team there are people residing the caravan which is located in the field. There are reports that there is an active resident from an anonymous person. It was AGREED that AS (Chair) will take charge of this and speak to Ward Councillor and David Wilkinson, Planning Enforcement. There will be an update at the November meeting.
6. **Financial Procedures –**
 - 6.1 **The following payments were AGREED in accordance with the budget**
 - 6.1.1 Clerk salary for May as per the Contract of Employment
 - 6.1.2 Clerk salary for June as per the Contract of Employment
 - 6.1.3 P G Watts Lengthsman B24.02 £335.00
 - 6.1.4 P G Watts Lengthsman B24.03 £325.00

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- 6.1.5 Eyelid Productions Annual website support Inv-3585 £100.00
- 6.1.6 Community First Zurich Insurance £152.62
- 6.1.7 Autela Payroll Services (as at 27th August 2024) £205.62
- 6.1.8 Clerk salary for July as per the Contract of Employment
- 6.1.9 P G Watts Lengthsman B24.04 £325.00
- 6.1.10 Clerk salary for August as per the Contract of Employment
- 6.1.11 P G Watts Lengthsman B24.05 £320.00
- 6.1.12 HALC H2260 Hosting & Domain for March 2024 – February 2026 £270.00
- 6.1.13 Herefordshire Tree Warden Network Annual Subscription £30.00

6.2 There were NO PAYMENTS made between Parish Council meetings.

Unable to carry out bank reconciliation or make any payments due to NatWest Mandate issues Clerk and Councillors to update accordingly and provide a full bank reconciliation when able to do so

7. Parish Reports and Issues –

7.1 Review banking – Clerk was pleased to confirm we now have a new bank account with Unity Trust Bank with AS (Chair), AC (Vice-Chair) and LT as signatories. This is an online banking system meaning faster payments and less postage costs. The Parish Council funds are still help with NatWest due to unmatching bank mandates. It was CONFIRMED that all required Councillors have provided correct documentation and ID to NatWest and AC will chase NatWest and report back to us. Clerk confirmed she has instructed Herefordshire Council to send our second half of the precept direct to our new bank which should arrive before October. The Parish Council AGREED we will prioritise outstanding payments until the full transfer has taken place with NatWest.

7.2 – PC Magazine and other communications – Offa Tree News publishes each month with a deadline of 14th of every month for entry. It was AGREED the Parish Council will enquire about a rolling statement to be issued automatically in every publication. AS will send over details to the Clerk. It was AGREED the Parish Council will also publish Agendas/news on the Brilley Village Hall Facebook page and the Clerk will work with AC.

7.3 Audit update – Clerk sought advice from HALC who encouraged us to persist with the banking issue, collect all financial statements required for audit and proceed as normal.

7.4 Insurance update – AS has reviewed our insurance policy and CONFIRMED it is all in order.

7.5 Correspondence - Clerk confirmed all correspondence has been dealt with during the meeting.

7.6 Website – AC volunteered to review the website and report back to the Clerk with any amendments.

7.7 Agenda display – AS volunteered to publish the Agenda on the Notice Board 3 clear days (excluding Sundays) before every meeting.

7.8 Verges – There is zero road safety awareness from Balfour Beatty and with two recent accidents in the parish, the negligence must stop. The Parish Council agreed with members of the public that the upkeep from Balfour Beatty has been poor to non-existent. It was AGREED that the Parish Council must take this matter further, and involve Herefordshire Council with an official complaint. AS will speak at length with Ward Councillor about this and apply pressure from within Herefordshire Council.

7.9 Footpaths – The Grant scheme has been extended but only covers a certain length of footbridges which exceeds our issue. AS will chase Hoople for an update.

7.10 Brilley web domain – It was AGREED this could be paid and AS will produce an invoice for the Clerk to reimburse.

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7.11 PC Summit update – AS attended the recent Parish Summit which covered points such as Neighbouring Development Plans, Regulation-18, future Regulation-19, potential Parish Council Charters and the public realm.

8. Items for next agenda (no discussion) – verges update, banking update, audit update, enforcement plan update, budget, policies/procedures, website review update

10. To consider date of next meeting Monday 11 November at 7.30pm

Meeting closed at 8.38pm