

Brilley Parish Council

Minutes of the Ordinary Meeting of Parish Council meeting on
Monday 13 January 2025 at 19.30 in Brilley Village Hall

In attendance: Alasdair Stevenson (AS, Chair), Adrian Chapman (Vice Chair), Gareth Bufton (GB),
Liz Tucker (LT), Steve Anning (SA) and Amber Littleworth, Parish Clerk
3 members of the public

1. **To receive apologies of absence** – Ward Councillor Robert Highfield
2. **To receive declarations of interest and written applications for dispensation** – none received
3. **To adopt minutes of previous meeting** – 11 November 2024 – the Minutes were agreed by all present to be a true account of the meeting - LT proposed the minutes be adopted and GB seconded – the minutes were therefore ADOPTED and SIGNED by the Chair.
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 update.

4.2 Local Residents – 2 members of the public attended the meeting to answer any questions regarding their current planning application (P242527). Chair confirmed the Council do not object to this application and wished them well for the hopeful renovation works.

Another member of the public expressed his concern again regarding the dangerous driver seen in the Parish. This person attended the quarterly West Mercia Police meeting on 3rd December 2024 and discussed the issue at length with an Inspector who fully supports his concern and is eager to help. All present at the Parish Council confirmed they have seen this person driving at dangerous length in this Parish. It was reiterated to all members any sightings should be reported to Crime Stoppers or 101.

Clerk to send further email to PC Turberfield

Councillor Anning informed the Parish Council there is very little salt left in the salt boxes.

Clerk to report this to Balfour Beatty

A wall has partially collapsed onto the C1073 road and Cllr AC will inspect this and the overhanging trees and report back to the Council.

5. Planning –

- 5.1 P242683 – Meadow View, Brilley, Whitney-on-Wye, Herefordshire HR3 6HG
Retrospective application for horse blanket washdown room with WC and parking area for caravan to be used as an office/welfare area for the equestrian business.

Objection submitted

NOTED

- 5.2 P242527 - Meadow View, Brilley, Whitney-on-Wye, Herefordshire HR3 6HG
Proposed hay barn and small workshop for equestrian use.

Objection submitted

NOTED

- 5.3 P242955 – The Clearing, Whitney-on-Wye, Herefordshire HR3 6ES
Proposed demolition of an existing dwelling and garage and the erection of a self-build replacement dwelling and garage along with enabling works.

No objection – Brilley Parish Council commented how the proposed works would be more aesthetically pleasing than the existing dwelling.

6. Financial Procedures –

Parish Councillors NOTED the bank balance as at 31st December 2025 was £32,245.67 in the UNITY TRUST account. Parish Councillors welcomed the positive news that the NatWest Bank Account has finally been closed and all funds are now located with Unity Trust Bank.

6.1 The following payments were AGREED in accordance with the budget

- 6.1.1 Clerk salary for January as per Contract of Employment
- 6.1.2 P G Watts Lengthsman B24.09 £345.00
- 6.1.3 Autela Payroll Services 14829 £90.96

6.2 Parish Councillors REAFFIRMED the payments made on the attached document “Appendix 1”.

6.3 Parish Councillors AGREED to open a Savings Account with Unity Trust Bank and to TRANSFER £20,000.00 once opened. Cllr AC proposed and LT seconded.

Clerk to open Savings Account with Unity

7. Parish Reports and Issues –

7.1 NatWest and Unity Trust Banking update – Clerk confirmed the closing letter and statement has been received from NatWest, and the funds were transferred on 31st December 2024. It was AGREED Cllr AC and Clerk will collate evidence including all fines incurred as a result of having no access to Parish Council monies with NatWest to claim compensation.

7.2 Audit update – Clerk informed Councillors the audit papers were delivered to HALC on 10th December 2024 and the final audit should be returned by the end of January 2025. Clerk has spoken with PKF Littlejohn numerous times since the November Parish Council meeting and they CONFIRMED we do not ‘need’ to complete the audit as they have since closed the file. However, as we need figures for 24/25 audit and for good housekeeping, Brilley Parish Council have instructed HALC to complete the internal audit for 23/24 regardless.

7.3 Budget – It was AGREED for the Precept the remain the same at £11,500.00. It was AGREED we would hold a 6 monthly budget review and organise earmarked reserves at the next Parish Council meeting now that we are finally able to access funds.

7.4 Website – AC is still reviewing the website and has found nothing so far requiring work.

7.5 Policies/Procedures – AS will review the Reserves Policy and sign at the next meeting.

7.6 Verges update – It was AGREED Brilley Parish Council will seek advice from Herefordshire Council to decipher whether we can cut once a year all around, cut twice in specific areas or claim funds from Herefordshire Council and cut the verges ourselves. AS will serve options to Councillors to approve then forward the same to Ward Councillor Robert Highfield and Herefordshire Council’s Ed Bradford. It was reiterated by all present how we wish to maintain the wild flowers/species in our area.

7.7 Balfour Beatty drive round/drainage issues update – AS informed those present of the successful drive which took place before Christmas with the Locality Steward and Clerk. During the drive, all issues raised had already been reported and we felt reassured to have such a hands on Steward in the area. It was AGREED the Clerk will instruct the Lengthsman to cease all works at The Cwmmau to avoid tampering with the ancient monument running very close by.

7.8 Councillors access to PC emails – Clerk will get in touch with Eyelid Productions to fix Cllr GB’s access to his emails.

7.9 Correspondence – none.

03/2025

8. Items for next agenda (no discussion) – 6 monthly budget review, audit update, website review, adopt the Reserves Policy, NatWest compensation update, litter picking, agree date for the AGM 2025 and NDP review

9. To consider date of next meeting Monday 10 March at 7.30pm

Meeting closed at 8.33pm

DRAFT