

Brilley Parish Council

Minutes of the Ordinary Meeting of Parish Council meeting on
Monday 10 March 2025 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** – Cllr Tucker and Cllr Anning
2. **To receive declarations of interest and written applications for dispensation** – none received
3. **To adopt minutes of previous meeting** – 13 January 2025 – the Minutes were agreed by all present to be a true account of the meeting - GB proposed the minutes be adopted and AC 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 – The budget meeting has taken place and the audit has been completed on time with balance budget, but finances are tight. House building requirement increased to 27,000 in Herefordshire. Herefordshire Council will continue to subsidise Lengthsman, PROW and Drainage for Parish Councils in the County. Bidding opportunities will be made available very soon for Lengthsman, PROW and Drainage to improve parishes. Calls for volunteer Footpath Officers in the area to assist with issues in their designated route and work alongside Herefordshire Council, training will be provided. Forthcoming projects for roads will be published. Progress is being made with children's services, making savings, brought numbers down without negative implications, handling cases better and recruiting new foster families. Balfour Beatty contract ends up in May 2026.
 - 4.2 Local Residents – The condition of the Chapel Lane Road is severe with part of the road worn away where the water is undercutting. The response opts for road closure rather than fixing it. The bridge has been destroyed and this is due to oversized vehicles using inappropriate lanes/U Roads. The Parish Council should preserve the infrastructure.
5. **Planning – The following application was NOTED by Councillors**
 - 5.1 APPEAL P240298 & P240655– Land at Mahollam Road, Huntington, Kington HR5 3PU The erection of polytunnels and associated infrastructure essential for blueberry and cherry production (part retrospective) Appeal start date: 13 February 2025 Appeal Reference Numbers: APP/W1850/W/24/3351880 & APP/W1850/W/24/3355953 PLEASE NOTE FROM HEREFORDSHIRE COUNCIL – "We have forwarded all the representations made to us on the application to the Planning Inspectorate and the appellant. These will be considered by the Inspector when determining the appeal, unless you withdraw your representation by 20 March 2025."
6. **Financial Procedures** –

Parish Councillors NOTED the bank balance as at 10th March 2025 was £10,880.53 in the current account and £15,000.00 in the savings account.

 - 6.1 **The following payments were AGREED in accordance with the budget**
 - 6.1.1 Clerk salary as per the Contract of Employment – March

- 6.1.2 P G Watts – Lengthsman B24.10 £315.00
- 6.1.3 HALC H2356 Internal Audit 23/24 £300.00
- 6.1.4 P G Watts – Lengthsman B24.11 £195.00
- 6.1.5 Clerk travel expenses from September 2023 to March 2025 £148.50
- 6.1.6 Clerk work from home allowance as per the Contract of Employment from Sept 23 – Sept 24

6.2 To consider continuing the HALC subscription for 2025/26 (Inv H5016) and agree the fee

Parish Councillors considered the invoice and discussed at great length the need to renew the subscription for 2025/2026. Brilley Parish Council have **AGREED** to **OPT OUT**.

6.3 To note/reaffirm the following payments made:

- 6.3.1 P G Watts – Lengthsman B24.09 £345.00
- 6.3.2 Clerk salary as per the Contract of Employment – January
- 6.3.3 Bank Service Charge £6.00
- 6.3.4 ICO (Direct Debit) £47.00
- 6.3.5 TRANSFER to BPC SAVINGS ACCOUNT £15,000.00
- 6.3.6 Clerk salary as per the Contract of Employment – February
- 6.3.7 Community First Insurance from 01.06.24-31.05.25 £152.62
- 6.3.8 Unity Bank Charges £6.00 monthly by direct debit

7. Parish Reports and Issues –

7.1 NatWest and Unity Trust Banking update – AC has forwarded a timeline to Councillors which all looks in order. Clerk to itemise the fines received and submit the same back to Councillors

7.2 Audit update – Councillors NOTED the Internal Audit received from HALC.

7.3 Budget review – Councillors CONFIRMED the budget looks healthy and in good order.

7.4 Verges update – It was AGREED Brilley Parish Council will seek advice from Herefordshire Council to decipher whether we can cut once AND twice in specific areas. AS will seek advice from Simon Robinson. It was reiterated by all present how we wish to maintain the wild flowers/species in our area. Our Tree Warden has volunteered to create a colour coded map identifying which area needs one or two cuts.

7.5 Website review – The website is up to date and will be monitored

7.6 Reserves Policy – Parish Councillors AGREED the Reserves Policy and the same was ADOPTED during the meeting.

7.7 Grant/Donations Policy - It was AGREED we would reduce the limit to £250.00 and create a separate row on our Expenses vs Budget Spreadsheet to detail the Village Hall Grass Cutting expense.

7.8 Litter Picking – Brilley Parish Council have kits readily available should anyone wish to volunteer to the task.

7.9 AGM 2025 – The date for the AGM will be 12 May 2025 at 7pm

7.10 NDP Review – The general advice from Herefordshire Council and Ward Councillor is to monitor the situation and sit tight for the moment. Brilley Parish Council will not act upon this until the Herefordshire Core Plan has been finalised.

7.11 Banking Signatory – It was AGREED to add Cllr Bufton to the banking signatory list and Clerk will forward a mandate for signature and return.

8. Items for next agenda (no discussion) – insurance

9. To consider date of next meeting Monday 12 May at 7.30pm

Meeting closed at 8.39pm

DRAFT