

Brilley Parish Council

The Parish Councillors are summoned to the Ordinary Meeting of Parish Council meeting on
Monday 14th July 2025 at 7.30pm in Brilley Village Hall

AGENDA

- 1. To receive apologies of absence**
- 2. To receive declarations of interest and written applications for dispensation**
- 3. To adopt minutes of previous meetings – 5th May 2025**
- 4. Public Forum –**
 - 4.1. Ward Councillor – To receive report
 - 4.2. 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.
- 5. Planning – to comment/note on planning applications determined by Herefordshire Council**
 - 5.1 P250462/F – The Clearing, Whitney-on-Wye, Herefordshire HR3 6ES
Proposed replacement self-build highly sustainable dwelling and garage
APPROVED WITH CONDITIONS
- 6. Financial Procedures – To note financial position, bank reconciliation and consider the following payments and income against budget.**
 - 8.1 To agree payments can be made in accordance with budget
 - 8.1.1 Clerk salary as per the Contract of Employment – July
 - 8.1.2 P G Watts – Lengthsman B25.01 (FR10) £340.00
 - 8.1.3 P G Watts – Lengthsman B25.02 (FR11) £305.00
 - 8.1.4 P G Watts – Lengthsman B25.03 £
 - 8.2 To note/reaffirm the following payments made which have been pre-approved:
 - 8.2.1 Unity Bank Charges £6.00 monthly by direct debit
 - 8.2.2 Clerk salary as per the Contract of Employment – May (FR07)
 - 8.2.3 Clerk salary as per the Contract of Employment - June (FR09)
 - 8.2.4 PKF Littlejohn fine for 23/24 audit (FR08) - £600.00
 - 8.2.5 P G Watts – Lengthsman B24.12 (FR03) - £245.00
 - 8.2.6 Eyelid Productions (FR05)- £100.00
 - 8.2.7 Community First Insurance (FR02) - £203.94
 - 8.2.8 Autela PCBRI002/15264 (FR04) £113.70
 - 8.2.9 A Littleworth – reimbursement for lever arch file and dividers (FR06) - £5.88
 - 8.3 To note the following payments received: NONE
- 7. Parish Reports and Issues –**
 - 7.1. Annual Governance and Accountability Return 2023/2024: For INFO – the 23/24 Audit was carried out in February 2025 due to delay and complications with the Parish Council bank account.
 - 7.1.1 To note any recommendations from the Internal Auditor following the audit
 - 7.1.2 To consider and agree responses to Section 1: AGAR Governance Statement
 - 7.1.3 To review and approve Section 2: Accounting Statements
 - 7.1.4 To note the failure to exercise the public rights period following issues with the bank
 - 7.2. Annual Governance and Accountability Return 2024/2025: To take the following pre-requisite steps prior to making the external auditor submission by 31st July 2025:

7.2.1 *Internal Audit 2024/25*: To note any recommendations from the Internal Auditor following the audit

7.2.2 To consider and agree responses to Section 1: AGAR Governance Statement

7.2.3 To review and approve Section 2: Accounting Statements

7.2.4 To note the failure to exercise the public rights period following issues with the bank

7.3. Budget – To monitor the budget

7.4. Compensation (NatWest) – To agree to apply for compensation for any fines received in 2023/2024 and 2025

7.5. Grants and Donations Policy including the Village Hall annual donation

7.6. To consider registering an interest with the 2025/26 Rights of Way Grant Funding Scheme

7.7. To consider registering an interest with the 2025/26 Drainage Grant Funding Scheme

7.8. To consider making a contribution towards the Brilley Green Dingle boardwalk repairs

7.9. Roads – general issues plus Holburn Lane and Chapel Road

7.10. Verges – feedback on the spring verge cut

10. Items for next agenda (no discussion)

11. To consider date of next meeting- 8th September 2025

Amber Littleworth – Parish Clerk Tel: 07887442518 Email: clerk@brilley-pc.gov.uk