

Brilley Parish Council

The Parish Councillors are summoned to the Ordinary Meeting of Parish Council meeting on
Monday 10th November 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 – 8th September 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 P252610 – Listed Building Consent – Tan House, Whitney-on-Wye, Hereford, Herefordshire HR3 6HH
Proposed urgent emergency works to stabilise Tan House Barn including new repairs and like for like repairs to roof covering, timber frame and stonework and the addition of new Douglas Fire feather edged cladding (part retrospective).

Brilley Parish Council commented on 14th October 2025 agreeing the works were necessary and does not conflict with our NDP. Brilley Parish Council have no objections.
 - 5.2 P242683 – Retrospective Planning update for horse blanket washdown room with WC and parking area for caravan to be used as an office/welfare area for the equestrian business.
- 6. Financial Procedures – To note financial position, bank reconciliation and consider the following payments and income against budget.**
 - 6.1 To agree payments can be made in accordance with budget
 - 6.1.1 Clerk salary as per the Contract of Employment – November (FR22)
 - 6.1.2 Clerk backpay in accordance with SLCC National Pay Increase from 1st April 2025 to date (FR23)
 - 6.1.3 PKF Littlejohn 2024-2025 audit fee £252.00 (FR24)
 - 6.2 To note/reaffirm the following payments made which have been pre-approved:
 - 6.2.1 Unity Bank Charges £6.00 monthly by direct debit
 - 6.2.2 Clerk salary as per the Contract of Employment – September (FR21)
 - 6.2.3 Clerk salary as per the Contract of Employment – October (FR25)
 - 6.3 To note the following payments received:
 - 6.3.1 HCC Creditors £5,750.00 (FR-B)
- 7. Parish Reports and Issues –**
 - 7.1 Lengthsman – update
 - 7.2 Smart Water

7.3 To adopt Financial Regulations Policy 2025

7.4 To adopt Asset Register Policy 2025

7.5 To adopt Code on Conduct Policy 2025

7.6 To agree 2026-2027 precept

7.7 Councillor vacancy

7.8 Holburn Lane / Chapel Road

7.9 To adopt Herefordshire Council's 2025 Charter

7.10 To agree National Pay Increase for clerk and backpay from April 2025 to date

8. Items for next agenda (no discussion)

9. To consider date of next meeting- 12th January 2026

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