

# BROCKHAMPTON GROUP PARISH COUNCIL

## MINUTES of the meeting of Brockhampton Group Parish Council held on Thursday 18<sup>th</sup> April 2013 at 7.30pm at Brockhampton Primary School

**Present:** Cllr J Fellows (Chairman), Cllr Friend (Vice-Chairman), Cllrs H Allan, D Boddington, S Brace, C Brazier, D Cave, M Land, R Steeds, G Swinford, S Simpson, G Williams  
Cllr Rock arrived at 7.45pm

**In attendance:** Marc Willimont (Herefordshire Council), Mrs Mary Seldon (Clerk)

At the beginning of the meeting Council Cllr Swinford introduced Marc Willimont - Head of Environment and Licensing who came to talk about Linton Travellers' Site. Mr Willimont had previously requested that he be allowed to come along to the meeting to speak.

- He explained the background to the site - c.1996 licensed to have 14 pitches. Well occupied until about 2003/4 when a problem led to all but 2 pitches available. The Council were not, therefore fulfilling their legal obligation.
- £395K grant received and some money would be used to refurbish the site with 10 pitches. It did not require planning consent, as there was something there already. Work to commence approx. July 2013.
- Strict rules to prevent undesirable travellers on the site.

Cllr Boddington asked that the contractors consult the biological records.

Cllr Land thanked Mr Willimont for this work and Cllr Fellows thanked him for taking the trouble to come along.

There was great concern about the amount of funding that had been used in the past and was proposed for the future. Cllr Boddington wished it to be minuted that he did not feel that this was money well spent and some councillors agreed. Others felt it was a worthy initiative.

13/41 To accept **Apologies for Absence**  
None had been received

13/42 To receive **Declarations of Interest**  
None had been received

13/43 To approve the **Minutes of the Meeting:**  
**Thursday 21st March 2013**  
Proposed Cllr Cave, Seconded Cllr Land, APPROVED by all and signed by the Chairman as a true record.

13/44 **Clerk's Report:**

To update councillors on matters discussed at the previous meeting:

- **Saltbins** - The Clerk advised that the bin in Burying Lane had finally been replaced.
- **Dog bins** - Councillors were advised that the Clerk had spoken with the contractor for Amey with regard to emptying any proposed bins on the Downs. She was told to put in a request officially to Amey, which had been done. Amey had agreed that a contractor could empty the bins and the Parish Council would be billed. The Clerk was asked to give an idea of the number of bins involved and the frequency required for emptying.  
Answer: 3 bins, once a week

- **Community-Led Plan** - councillors were advised that Wednesday 24th April has been chosen as the date for the first meeting of the steering group. This meeting would also be attended by Sophie Pryce from Community First who would advise about funding opportunities and how to progress this project.

13/45 **Public Participation** – members of the public are allowed 10 minutes to address the Council  
No members of the public were present

13/46 To receive Reports from **Outside Bodies**

a) Brief report from BDCA AGM

Cllr Brazier gave a report – AGM had been well received, all officers were re-elected  
Progress was being made and funding had now been received.

b) Report from the Ward Councillor - Cllr Gary Swinford

- Boundary Commission - Bringsty Ward - will change, but still include Linton, Brockhampton and Norton. Name: Bromyard Bringsty - Cllr Swinford has written to MPs asking for this to change
- LDF - encouraged to individually respond
- Tesco

13/47 **Financial Matters:**

i) To approve **accounts for payment:**

Mary Seldon Net Salary 01: £195.20

HMRC 01: 12.60

Expenses incurred by the Clerk: £5.90

Brockhampton Primary School: hire of room fee: £20.00

**APPROVED** by all

ii) To approve **Bank Reconciliation** to 18th April 2013

Taking into consideration the payments for approval at this meeting the balance was: £10,687.27

**APPROVED** by all

iii) To approve **Income and Expenditure** to 18th April 2013

The Clerk distributed an updated Income and Expenditure form

**APPROVED** by all

iv) To approve and minute the arrangements required for the **end of the financial year procedure.**

Councillors were advised that the Clerk had been contacted by the new External Auditors:

Grant Thornton, requesting that the necessary paperwork is returned to them for the end of the financial year.

a) To appoint an **internal auditor**

It was **AGREED** by all that the Clerk would approach Leon Dodd of Overton Associates to once again perform the internal audit.

b) To approve all **end of year (1st April 2012/31st March 2013) accounts**

The completed accounts were distributed by the Clerk and briefly explained and discussed.

Proposed for approval Cllr Cave, seconded Cllr Williams, **APPROVED** by all.

c) To complete and sign the **annual external audit return**

It was **AGREED** by all that the Chairman should sign the audit form as approval by the council of the annual accounts.

d) To complete and sign the **annual governance statement**

Councillors agreed each individual statement and this was then signed by the Chairman as correct.

v) To discuss the Parish Council provision in the budget for a **Community Burial Fund**

Councillors were reminded that at the March meeting the Clerk had included the sum of £1000 in the annual budget for a Community Burial Fund and was asked to find out the extent of expense involved for those living in the parishes who would be using the cemetery in Bromyard, and how much more people would now have to pay as a result of BGPC leaving the Joint Burial Committee.

The Clerk had had a lengthy conversation with Handley's Funeral Directors. It seemed that those living within the parishes participating in the Joint Burial Fund did not benefit from a reduced price for their funerals, rather that those who do not live within the aforementioned area who wish to be buried in the cemetery in Bromyard are charged double the amount.

The Clerk had also been given the database for all burials since records began and confirmed that two burials have taken place from the three parishes in the last 5 years.

The Parish Council had also received a cheque from the Joint Burial Fund for £622.65, which represented the return of the last precept paid.

There was much discussion regarding the need to set up an alternative bank account for the burial fund, but it was decided that the money should remain ring-fenced within the current account.

It was decided that once the wording of the policy to pay the difference in cost had been finalized the notice should be available for all on the Parish Council website, at Handley's Funeral Directors, at the Town Council, Church, and from the Bromyard Burial Committee.

It was **AGREED** that the Council would sympathetically consider any applications from people that needed help.

13/48 To consider the **Planning Application:**

APPLICATION NO:130907/O

Porthouse Farm, Tenbury Road, Bromyard, Herefordshire

*An outline application for the erection of up to 127 dwellings (35% to be affordable) with all matters except access to be reserved for future consideration.*

APPLICATION TYPE: Outline

It was **AGREED** to write a letter to say the Parish Council object – and this could be a repeat of the previous correspondence.

To discuss the **Linton Travellers Site** (discussed at the beginning of the meeting)

13/49 To approve **Freedom of Information document** – it was **AGREED** to defer this to the next meeting

13/50 To discuss the proposed extension to the **car park adjacent to Brockhampton Primary School**

Cllr Friend outlined the proposal to give a presentation to the school governors. The work would need planning permission and he was looking for someone to lead this. Funding would be needed and it was hoped that this would be a shared cost. George Thompson had given his support. Cllr Swinford offered to will help with the planning aspect of the project.

13/51 Matters for Future Consideration  
Freedom of information Document

**Signed:**

**Date:**