

BROCKHAMPTON GROUP PARISH COUNCIL

MINUTES of the Meeting of Brockhampton Group Parish Council held on Thursday 21st February 2013 at 7.30pm at Brockhampton Primary School

Present: Cllr J Fellows (Chairman), Cllr P Friend (Vice-Chairman), Cllrs H Allan, S Brace, D Boddington, D Cave, M Land and G Swinford

In attendance: Mrs Mary Seldon (Clerk)

- 13/15 To accept **Apologies for Absence**
Apologies had been received from: Cllrs R Steeds, C Brazier and K Rock
- 13/16 To receive **Declarations of Interest**
Cllr Boddington - tracks on the Downs
- 13/17 To approve the **Minutes of the Meeting:**
Thursday 13th December 2012 – Cllrs were advised that the amendment from Cllr Steeds was attached to the agenda and they were asked to decide at the meeting whether they wished the minutes to be amended in this way.
It was **AGREED** by all that the Minutes should be altered to reflect more accurately when Cllr Steeds had left the meeting. This was written in the Minutes by the Clerk and signed by the Chairman as a true record.
It was **AGREED** by all that Cllr Steeds' reasons for leaving should not be included in the Minutes as, at the time of his departure, councillors were unaware of the reason.
- Thursday 17th January 2013**
Proposed Cllr Land, seconded Cllr Cave and **AGREED** by all. Signed by the Chairman as a true record.
- 13/18 To discuss the **response from Mike Willmont** of Herefordshire Council Planning Department to the resolution passed by this council on Thursday 17th January.
Cllrs were advised that the Clerk had written to Mr Willmont and received a reply, which was distributed to all Councillors.
Cllr Steeds had also drafted a letter to the Planning Department for Council consideration – this had been previously distributed by the Clerk.
Cllr Fellows asked for clarification on the view expressed by Mike Willmont to not consult the parish council or the residents - Cllr Swinford affirmed that this was council policy - there was no statutory duty to consult with parish council or neighbours.
Cllr Friend - asked if the Parish Council would be kept in the loop through Cllr Swinford and was reassured of this.
- Cllr Swinford explained he had done some background work in advance and looked at each point in Cllr Steeds' draft letter. He had viewed the draft letter in the light of Parish Council responsibilities, Environmental Health and Public Rights of Way and there was nothing else the Parish Council could do.
- Actions:**
Mark Tansley and the Listed Buildings Officer to assess the damage to the property caused by the water.
Cllr Swinford to take up foul drainage problems with Environmental Health again.

It was decided that as a Parish Council we would continue to be aware of the problems, but there's nothing else we can do as it is a civil matter between the two parties.

All AGREED that the Parish Council would not write a further letter at this time, and Cllr Swinford would continue to pick up the points.

13/19 **Public Participation** – members of the public are allowed 10 minutes to address the Council
There were no members of the public present.

13/20 To receive Reports from **Outside Bodies**:

a. **Bromyard Joint Burial Committee** - letter received from Mike Cresswell and read by the Clerk.

It was decided to put the ring-fence suggestion to B&WTC in order for the Parish Council to have their own fund for those that may need it. The Clerk was asked to write a letter to say we would like it to be sorted out and finalised by 31st March.

b. **Bromyard Relief in Need** - had a meeting the previous evening and Clive Brazier had been re-elected as Chairman. The Clerk had a copy of last year's accounts, which were available to view.

c. **Police Liaison Group** - none

d. **BDCA and Bringsty** - a written report had been received.

13/21 To receive a **Report from the Ward Councillor** – Cllr Gary Swinford

- Saltmarsh caravan park - appear to have some missing planning permissions - park was extended twice in recent times - do we know when? Not in this parish, but we had been consulted
- Rifle Butts - discussion last time - the planning permission has been APPROVED
- LDF - consultation dates had been emailed by the Clerk and she was asked to put this on the next agenda
- FOSCA - small vehicles will now be used to collect the rubbish from some properties up narrow tracks on the Downs.
- Community infrastructure - there is an incentive to develop a Neighbourhood Plan
- HC had approved the budget

13/22 **Clerk's Report:**

HMRC Realtime Seminar

Website update - the Clerk explained that the company originally booked to design the website had not been in contact, and asked permission for another designer to take over for the same price. This was AGREED.

LDF consultation date

Co-option - the Clerk was asked to write a letter to Dr Omar (via Cllr Land), inviting him to join the Parish Council.

13/23 Financial Matters:

- I. To approve **Bank Reconciliation** to 21st February 2013
An updated bank reconciliation had been distributed by the Clerk in the light of the accounts for payment received at this meeting. A balance of £11,722.24
This was APPROVED by all.
- II. To approve **Income and Expenditure** to 21st February 2013
The Clerk distributed an up to date income and expenditure list, showing that all spending was within the proposed budget.
This was APPROVED by all.
- III. To approve **accounts for payment:**
Mary Seldon Net Salary 11: £162.85

HMRC 11: £40.71

Expenses incurred by the Clerk: Neighbourhood Plan Open Evening:

Postage: £151.00

Stationery: £17.85

Print Cartridges: 125.98

Postage re: meetings: 20.15

Brockhampton Primary School: hire of room fee £20

APPROVED by all

- IV. To discuss **donation to BDCA** for proposed access work
Cllrs were advised that a quotation for the proposed access work to improve access had been received from the BDCA, and the estimated work cost would be £206.
Proposed Cllr Boddington, seconded Cllr Cave, **AGREED** by all.
- V. To view and discuss the **fees of the Joint Burial Committee** and the implications of Brockhampton Group Parish Council's withdrawal from the committee.
A full list of burial fees had now been forwarded to Councillors and it was agreed that they would be discussed at the next meeting.
- 13/24 To receive update on parking issues at **Brockhampton Primary School**.
Flashing lights and renewed painting signage - should be happening in this financial year.
Cllr Friend had discussed with George Thompson and done a short site visit - area at the bottom of the school not suitable, but Mr Thompson had suggested an extension of the existing car park on the same side as the school. This will need planning - a surface had been discussed. HC agreeing that we can use their land.
Cllr Friend to bring an estimate of cost to the next meeting.
- 13/25 To finalise strategy of **The Community-Led Plan** Open Evening on 27th February and to agree budget for hospitality for guests.
Lynda Wilcox from HALC would be co-ordinating the meeting
PC would provide refreshments
- 13/26 To consider the **Planning Application**:
Barn at Walk Mill Farm, Norton, Bromyard, HR7 4NT
Proposed conversion of redundant building to residential use.
130179/F
NO OBJECTION complies with HBA13
- 13/27 To view **options for dog bins** situated on the Downs.
Agreed to discuss next time when more information had been sought with regard to emptying these on a regular basis.
- 13/28 Matters for Future Consideration
Salt bins - burying lane
Freedom of Information
Clerk's salary review