

BROCKHAMPTON GROUP PARISH COUNCIL

MINUTES of the meeting of Brockhampton Group Parish Council held on Thursday 20th February 2014 at 7.30pm at Brockhampton Primary School

Present: Cllr J Fellows (Chairman), Cllrs H Allan, C Brazier, D Cave, R Steeds, D Boddington, K Young, G Williams, M Land, S Brace, G Swinford

In attendance: Mrs M Seldon (Clerk)

14/15 To accept **Apologies for Absence**

Apologies had been received from Cllr S Simpson, Cllr K Rock, and Cllr P Friend

14/16 To receive **Declarations of Interest**

There were none to declare

14/17 To approve the **Minutes of the Meeting:**

Thursday 16th January 2014

Proposed Cllr Cave, seconded Cllr Brazier, **APPROVED** by all and signed by the Chairman as a true record.

14/18 **Clerk's Report:**

Update on the discussions from the January meeting and points of information:

- CiLCA - the Clerk had now passed this qualification and explained how membership of the Institute for Local Council Management worked with regards to CPD.
- Website update - www.brockhamptongrouppc.org.uk, plus a facility for an online newsletter
- Allocating affordable housing changes to policy - noted
- Household Recycling Centre User Survey - Cllrs asked for details to be emailed to them
- Polling station consultation - Cllrs asked for details to be emailed to them and it was suggested that Holden's Vintage and Classic building might be suitable as polling station. The Clerk was asked to investigate.
- Grit bins - the Clerk had asked Balfour Beatty how much it would be to buy PC grit bins and then how these would be filled. They had not yet replied.
- RBL Flowerbed - the Clerk had passed on the message from councillors that they wished to have a presence at the new memorial flowered outside the Bromyard Centre when it was officially opened.
- Balfour Beatty communication
- Application for variance in licence - Brockhampton Estate tearoom - the Clerk was asked to pass on the Parish Council's approval of the proposed changes.

14/19 **Public Participation** – members of the public are allowed 10 minutes to address the Council

No members of the public were present.

14/20 **Report from the Ward Councillor** - Cllr Gary Swinford

- Budget 146 million
- Council Tax 1.9% - just below referendum
- Maintained Children's Transport to nearest school plus SEN
- Retained some arts funding
- Tesco - B&WTC - voted against planning - will probably come to committee in April
- New Porthouse application for 76 houses and a hectare for industrial land - no housing near the Polytec site.

- Linton Industrial Estate road - wrote to director of environment of Worcester Council - negative - no responsibility.
- Traveller's Site - funding is there - building will resume
- Flooding relief
- Met Mr Moore - now some communication has taken place between Mr and Mrs Watkins and Mr Moore. Negotiations are taking place.
Cllr Boddington asked: no impact assessment on pool at the bottom? There was some discussion about the ponds and the need to clean these out - and repair them. These need to be looked at before Clater Park can be sorted.
Cllr Swinford to keep in touch with both parties

14/21 To discuss the possibilities for the **A44 lay-by**

Cllr Swinford had organised a meeting with Police Traffic Safety Officer and Engineer from Balfour Beatty - agreed there was a danger from lorries parking in the lay-by. Suggested to barrier off the lay-by for a period of time to see what impact this has - possibly 6 months, then take the local view in order to make this permanent.

14/22 To discuss **speed limits** on the Stourport Road and Downs Road

The Clerk had received a response to the traffic speed monitoring that had taken place from the Road Safety Partnership and Bob Haynes, but it was agreed that the survey had not taken place where councillors had agreed and where the problem was at its worse. The Clerk was asked to find out why it had taken place in the wrong part of the Stourport Road and if there was a possibility for it to be re-done correctly.

The possibility of a 20 mile per hour limit outside the school was also discussed.

The Clerk suggested installing a SID - outside the school, and possibly elsewhere in the parishes. She was asked to investigate this possibility.

14/23 To receive **reports** from:

BDCA and Bringsty Common

Cllr Brazier reported on the newly appointed project manager for the BDCA. Hannah Welsh had been for some preliminary work on the Downs and had also been given an office and desk at Brockhampton Estate. It was suggested that it would be a good idea to ask Hannah to come along to speak at the Annual Parish Meeting in May and the Clerk was asked to contact her. A Steering group to monitor the spending of the fund – would be meeting soon.

Police Liaison Group – GW - no meeting yet

Bromyard Relief in Need Charity

The Clerk had received notification from Bromyard Relief in Need that *'the Council's nomination of Mrs Susan Hadley as a Nominative Trustee of the Bromyard Relief in Need Charity runs out in June this year. As Nominative Trustees are appointed for a period of five years, the Charity would be grateful if the Council were to nominate a Trustee to serve from June 2014 to June 2019. A Council's nomination for the appointment of Trustee does not have to be a member of the Council but does have to express willingness to serve as a Trustee for the five year period.'*

It was AGREED that if Sue Hadley would like to continue in this post the Parish Council would be very happy to nominate her for a further 5 years. The Clerk was asked to contact her.

14/24 **Financial Matters:**

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

Mary Seldon Net Salary 11: £182.60

HMRC PAYE 11: £12.60

SLCC ¼ subscription: £32.25

Brockhampton Primary School: hire of room fee £20

APPROVAL for payment AGREED by all.

- ii) To approve **Bank Reconciliation** to 20th February 2014
- iii) To approve **Income and Expenditure** to 20th February 2014
APPROVED by all.

The Clerk also informed councillors that she had made a VAT claim for: £503.79

- iv) **Donation policy** – Helping Hands correspondence

It was AGREED to invite Peter Cliffe to the March meeting to speak at the beginning about the work carried out in the parish by Helping Hands.

- v) To consider what **level of reserves** the parish council should retain -

It was AGREED by all that a list of projects and work required around the parishes should be drawn up and quotations and estimates gathered with a view to completing and funding a lot of the work from the reserves held by the Parish Council. This would be discussed more fully at the next meeting.

- vi) Approval for Clerk to attend future training event: SLCC CPD Course with Bridgnorth Town Council: £106.40 - with a bursary application from NALC for a further £100.
APPROVED

- 14/25 To receive **HC Emergency Planning** report

The Clerk had managed to access the Herefordshire Council website and downloaded the Emergency Planning Documents. She suggested that these could be used in a much simpler form by the Parish Council and put on the website for further use and this she would do for the next meeting. It was suggested that the Parish Council should have a confidential register of vulnerable people within the parishes in order that they could be checked on in times of difficulty.

The Clerk was asked to contact the Brockhampton Estate to see if there were any sandbags in storage there.

- 14/26 To discuss the **Joint Burial donation policy**.

It was AGREED that the Clerk should liaise with Handley Funeral Directors to ensure the wording of the policy made it clear the Parish Council were contributing towards the cost of the burial, not the funeral.

- 14/27 To discuss and log the unfinished work reported to Balfour Beatty
See 14/24 (v)

- 14/28 To discuss the future of the old bus shelter on the Downs
See 14/24 (v)

- 14/29 Matters for Future Consideration
Welcome Pack
Review of policies at annual meeting
No meeting in April?
Two milestones

DATE OF NEXT MEETING: Thursday 20th March 2014