

BROCKHAMPTON GROUP PARISH COUNCIL

MINUTES of the meeting of Brockhampton Group Parish Council held on Thursday 15th May 2014 at 7.30pm at Brockhampton Primary School

Present: Cllr J Fellows, P Friend, G Williams, D Boddington, K Rock, M Land, S Simpson, D Cave, R Steeds, K Young, G Swinford

In attendance: J Hawkins (Chair BDCA), 1 member of the public, Mary Seldon (Clerk)

14/42 **Election of Chairman** to the Council 2014/15

Cllr Cave proposed Cllr Fellows, seconded Cllr Boddington. Unanimously **AGREED** by all.

14/43 **Election of Vice-Chairman** to the Council 2014/15

Cllr Williams proposed Cllr Friend, seconded Cllr Cave. Unanimously **AGREED** by all.

14/44 To accept **Apologies for Absence**

Apologies had been received from Cllrs S Brace and C Brazier

14/45 To receive **Declarations of Interest**

Cllr Friend: 14/52 vi

14/46 To approve the **Minutes of the Meeting:**

Thursday 20th March 2014

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

14/47 **Clerk's Report:**

Update on the discussions from the March meeting and points of information not included in the agenda:

- Speeding – Stourport Road and Downs Road
- Community Speeding Projects -
- Cemetery Management Course
- Balfour Beatty Regional Steward meeting – Chairs and Clerks
- Lengthsman Scheme update

14/48 **Public Participation** – members of the public are allowed 10 minutes to address the Council

No questions, but Mr J Hawkins commented that the website was looking good.

14/49 **Report from the Ward Councillor** - Cllr Gary Swinford

- Planning enforcement – a cause for concern in the area
- Locality Steward – now in place
- Tesco – application not gone to planning committee as yet
- Broadband - major improvement promised
- 5 houses next to Linton - now been going on for 7months - noise tests - concern for Holdens
- Application for Rock Cottage - extension - GS to intervene (planning refused), negotiate something acceptable
- Linton Industrial Estate road – work in progress

14/50 To receive **reports** from:

Police Liaison Group

Cllr Williams reported:

- Catalytic converter thefts - list of ways to deter theft - on police website
- Cigarette thefts - watch McColls - ring police if a high speed car is outside
- Heating oil
- New initiative - 'Stop that thief'
- New initiative - Claire's law - how to find out whether your partner has a violent past
- Insist on an incident number if you contact the police

Cllr Rock also reported the setting up of kennels in Bromyard for out of hours provision - in liaison with the dog warden.

BDCA and Bringsty Common

Cllr Friend reported:

- **BDCA** - very positive - need support - financial and volunteering. Downs a community place - lots of people use - all support most welcome.
- A good turn out at AGM with inspirational speaker.
- **Bringsty** - grass cutting costs and management are showing positive signs - someone collecting grass for nothing, but keeps the grass. Well ahead of schedule in this work.
- Volunteer work - tidying branches.
- Re-writing constitution - reviewed and bring up to date. Try to get way leaves.
- Football pitch - amenity which is used - cut when needed - donations sought from neighbouring parish councils

14/51 To discuss the planned revisions for **Bromyard Downs** provision – Legal Right to Ride, Byelaws and 1951 Scheme, and formulate a response if required.

As Cllr Steeds (who had originally asked for this item to be placed on the agenda) was feeling unwell, he asked that Cllr Rock introduce the topic. She explained that whilst there had been lots of discussion and misconception, the main problems had now been resolved. Cllr Steeds and Rock, did, however, ask that a letter be written to Herefordshire Council asking for the bye-laws to be displayed on notice boards throughout the Downs, and had prepared a letter on behalf of the parish council in anticipation. Cllr Fellows was concerned to get the protocol right, as whilst in our Parish, the BDCA is responsible for the management of the Downs. It was agreed that to display the byelaws was a good idea and councillors agreed that this information should be displayed on notice boards. Cllr Young also suggested it appear on the website. James Hawkins, BDCA Chairman, would obtain copies of the byelaws.

Cllr Steeds left the meeting after this item (8.20pm), as did the member of the public and James Hawkins.

14/52 **Financial Matters:**

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

Mary Seldon Net Salary 01 02: £381.26

HMRC PAYE 01 02: £87.00

Expenses incurred by the Clerk: none

Brockhampton Primary School: hire of room fee £20

K Nason (website hosting): £150.00

Broker Network (Council Insurance): £279.03

APPROVED by all.

ii) **Annual Accounting Period 2013-14**

a) To appoint an internal auditor

It was AGREED by all to appoint Leon Dodd of Overton Associates in Much Cowarne as the internal auditor.

b) To approve all end of year (1st April 2012/31st March 2013) accounts
The Clerk presented the end of the financial year figures and explained the summary and findings. APPROVED by all.

c) To complete and sign the annual external audit return

d) To complete and sign the annual governance statement

The Clerk read through the documents and councillors verbally replied to each statement. The Chairman and the Clerk signed each as a true record of the financial situation.

iii) To approve **Bank Reconciliation** to 15th May 2014

iv) To approve **Income and Expenditure** to 15th May 2014

APPROVED by all.

v) To discuss the timetable for the scheme of **planned work** 2014/15

The timetable and contents was discussed and work added to the list. The Clerk was asked to find out costings for the next meeting so that work might commence.

vi) To review the BGPC **Donation Policy** and discuss requests for donations 2014/15

Donation requests:

Peter Cliffe on behalf of Helping Hands

Paul Friend on behalf of Bringsty Manorial Court.

Cllr Boddington proposed that a donation of £100 be made to each. Seconded Cllr Cave and AGREED by all.

In order to comply with the agreed donations policy it was decided that the Clerk ask those requesting a donation how this would benefit all and then to monitor the spending of any given grant.

14/53 To ascertain whether the **Welcome Pack** is required.

Tenants identified and the Clerk to drop in a Welcome pack.

14/54 Matters for future consideration

- Community speeding projects
- Toposcope
- Bins
- WW1 project