



# Brockhampton Group Parish Council

Councillors are summoned to the Annual Meeting of the Parish Council to be held at  
**7:30PM (approximately) on Thursday 17<sup>th</sup> May 2018** at Bromyard and Winslow Town  
Council Offices

Press and public are cordially invited to attend

## Agenda

1. **Election of a Chairman** and signing the Declaration of Acceptance of Office.
2. **Election of a Vice-Chairman**
3. **Apologies for absence:** To receive apologies and to approve reasons for absence.
4. **Declarations of interest:** With reference to items on the agenda members are reminded of their responsibility to declare interests and to update their Register of Interests as required.
5. **Dispensations:** To consider any written dispensations from members who have declared an interest but wish to stay in the meeting during that time to aid discussion / speak / vote.
6. **Open Session:** The meeting will be adjourned for the public open session.
  1. **Report from the Ward Councillor, Nigel Shaw**
  2. **Report from Bromyard Downs Common Association**
  3. **Report from Bringsty Common Manorial Court**
  4. **Report from the Footpaths Officer**
  5. **Public participation (10 minutes):** At the discretion of the Chairman members of the public will be invited to speak and/or question the Parish Council on issues relating to this agenda or raise issues for future consideration.
7. **To consider and adopt the minutes** from the Parish Council meeting on the 19<sup>th</sup> April 2018.
8. **Progress reports:**
  1. Bringsty Grand Prix
  2. Clater Park drainage
  3. Linton Trading estate access
  4. A44 layby closure
9. **Planning:**
  1. **Neighbourhood Development Plan:** To receive an update from the Steering Group and to consider next steps.
  2. **P181166/L** - Live And Let Live Bringsty Worcester Herefordshire WR6 5UW. Proposed modifications to extant permission DCN03 1987/L for a rear extension.
  3. **P181113/F** - Unit 1, Linton Trading Estate Linton Trading Estate Bromyard Herefordshire HR7 4QT. Change of use to class B2, car repairs and vehicle MOTs.
  4. **181542** - The Old Post Office, Bringsty, Worcester, Herefordshire WR6 5TA. Proposed upgrade of attached store room to include replacement of fibre



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cement sheeting with slate roof, new timber weatherboard elevations and reinstatement of former opening through to kitchen/dining area.

## 10. Parish matters for discussion/decision

1. **General Data Protection Regulation:** To consider the need to appoint a Data Protection Officer and revise relevant policy procedures.
2. **Defibrillator(s):** To review funding options and consider purchase.

## 11. Annual business as per Standing Orders: To review the following policy procedures and documents:

1. Burial Fund Policy
2. Code of Conduct
3. Equal Opportunities Policy
4. Financial Regulations
5. Retention Policy
6. Standing Orders (NALC's 2018 revised model)
7. Insurance cover
8. Inventory of Assets
9. Risk Schedule

## 12. Finance:

1. Clerk's salary and expenses - £306.25
2. HMRC (PAYE) – £66.40
3. Bromyard & Winslow Town Council (room hire) - £43.20
4. Came and Company (insurance) - £309.09
5. Eyelid Productions (website support) - £100.00
6. To approve forms to remove signatories from the bank mandate
7. To consider and approve the year end accounts

## 13. Councillors' reports and Items for the next agenda: Councillors may use this opportunity to report minor matters of information and to raise items for future agendas.

## 14. Date of the next meeting

*A resolution will be passed to exclude members of the public due to the confidential nature of the following item.*

## 15. Employment matters: To review the NJC 2018-2019 National Salary Award.

Dated 11/05/18

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