



# Brockhampton Group Parish Council

Councillors are summoned to a meeting of the Parish Council at **7:30PM on Thursday 18<sup>th</sup> October 2018** at Bromyard and Winslow Town Council Offices

Press and public are cordially invited to attend

## Agenda

1. **Apologies for absence:** To receive apologies and to approve reasons for absence.
2. **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.
3. **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.
4. **Open Session:** *The meeting will be adjourned for the open session.*
  1. **Report from the Ward Councillor**
  2. **Report from Bromyard Downs Common Association**
  3. **Report from Bringsty Common Manorial Court**
  4. **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.
5. **To consider and adopt the minutes** from the Parish Council meeting on the 19<sup>th</sup> July 2018 and the 20<sup>th</sup> September 2018.
6. **Progress reports**
  1. **Vacancies and co-option**
7. **To note the following urgent decisions approved by the Clerk under delegated authority:**
  1. NDP Household questionnaire and use of 'reply paid' envelopes
  2. NDP Household questionnaire printing costs (up to £150.00)
  3. NDP Community engagement event plan
  4. NDP Evidence base and strategic policies listings
8. **Correspondence**
  1. **Litter Innovation Trail:** To note Herefordshire Council's trial.
9. **Planning**
  1. **Neighbourhood Development Plan:** To receive an update from the Steering Group and to consider recommendations.
  2. **P182536/L:** Brockhampton House Brockhampton Park Bringsty Worcester Herefordshire WR6 5TB. Proposed removal of a partition wall, door frame, panelled door and fitted furniture.
  3. **P183245/L:** The Clock House Brockhampton Mews Bringsty Worcester Herefordshire WR6 5TB. Replacement of a first floor window unit on the south elevation with a new timber framed double glazed unit.



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## 10. Parish matters for discussion/decision

1. **Standing Orders:** To consider adopting revised standing orders in line with NALC's recommendations LO9-18.
2. **Meeting schedule:** To consider future co-ordination of Steering Group and Parish Council meetings.
3. **Bromyard Christmas Lights Association Ltd:** To consider a donation.
4. **Clater Park:** To consider ongoing planning, enforcement and drainage matters.

## 11. Finance

1. Clerk's salary and expenses - £722.81
2. HMRC (PAYE) – £ 83.20
3. Plancopy & Print Services Ltd - £110.50
4. DJN Planning Limited (NDP consultant) - £1282.40
5. Royal Mail Group Ltd (freepost address) - £262.80
1. To note payment of £368.42 paid 16/08/18 (Clerk's salary and expenses)
2. To note payment of £83.20 paid 16/08/18 (HMRC PAYE)
3. To note payment of £347.69 paid 20/09/18 (Clerk's salary and expenses)
4. To note payment of £83.40 paid 20/09/18 (HMRC PAYE)
5. To note payment of £180.00 paid 20/09/18 (HALC internal audit)
6. To note payment of £32.40 paid 20/09/18 (Bromyard & Winslow Town Council room hire)
7. To note setting up of Direct Debit payment of £35.00 (annually) to the Information Commissioner
8. To consider and approve budget expenditure
9. To consider and approve the bank reconciliation

**12. 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.

## 13. Date of the next meeting

Dated 12/10/18

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