



Brockhampton Group Parish Council

Councillors are summoned to a meeting of the Parish Council at **7:30PM on Thursday 15th November 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. **Apologies for absence:** To receive apologies and to approve reasons for absence.
3. **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.
4. **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.
5. **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.
6. **To consider and adopt the minutes** from the Parish Council meetings on the 19th July 2018, 20th September 2018 and 18th October 2018.
7. **Progress reports**
 1. **Vacancies and co-option**
 2. **Community Governance Review**
8. **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
9. **Correspondence**
 1. **Litter Innovation Trail:** To note Herefordshire Council's trial.
10. **Planning**
 1. **Neighbourhood Development Plan:** To receive an update from the Steering Group and to consider recommendations.
 2. **183938/F:** Linton Mill, Malvern Road, Bringsty, Worcester, Herefordshire WR6 5TH. Proposed new field shelter.
11. **Parish matters for discussion/decision**
 1. **Standing Orders:** To consider adopting revised standing orders in line with NALC's recommendations LO9-18 and to consider increasing maximum expenditure under the Clerk's delegation to £1500.00.
 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.



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4. **Clater Park:** To consider ongoing planning, enforcement and drainage matters.
5. **Training:** To note HALC's latest training schedule.

12. Finance

1. To consider and approve budget expenditure
2. To consider and approve the bank reconciliation
3. To consider and approve the budget and precept requirements for 2019/20
4. Clerk's salary and expenses - £373.52
5. HMRC (PAYE) - £83.40
6. To note payment of Clerk's salary and expenses 18/10/18 - £722.81
7. To note payment of HMRC (PAYE) 18/10/18 – £ 83.20
8. To note payment of Plancopy & Print Services Ltd (NDP printing) 18/10/18 - £110.50
9. To note payment of DJN Planning Limited (NDP consultant) 18/10/18 - £1282.40
10. To note payment of Royal Mail Group Ltd (freepost address) 18/10/18 - £262.80
11. To note DD payment of Information Commissioner (registration) 08/10/18 - £35.00
12. To note payment of Clerk's salary and expenses 20/09/18 - £347.69
13. To note payment of HMRC (PAYE) 20/09/18 - £83.40
14. To note payment of HALC (internal audit) 20/09/18 - £180.00
15. To note payment of Bromyard & Winslow Town Council (room hire) 20/09/18- £32.40
16. To note setting up of Direct Debit payment of £35.00 (annually) to the Information Commissioner 20/09/18
17. To note payment of Clerk's salary and expenses 16/08/18 - £368.42
18. To note payment of HMRC (PAYE) 16/08/18 - £83.20

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 items.

15. Contract of employment: To review the Clerk's terms and conditions.

Dated 09/11/18

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Clerk and RFO
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