



# Brockhampton Group Parish Council

**Clerk to the Council** David Hunter-Miller, 35 Benbow Close, Malvern Wells, WR14 4JJ  
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**Councillors are summoned to an online meeting of Brockhampton Group Parish Council at 7:30PM on Wednesday 16<sup>th</sup> September 2020 via 'Zoom' and the following dedicated link:**

<https://us02web.zoom.us/j/89653136679>  
**Meeting ID:** 896 5313 6679

**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.*
  - 4.1. **Ward Councillor:** To receive a report.
  - 4.2. **Bromyard Downs Common Association:** To receive a report.
  - 4.3. **Bringsty Common Manorial Court:** To receive a report.
  - 4.4. **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 15<sup>th</sup> July 2020.
6. **Progress reports**
  - 6.1. Councillor vacancies
  - 6.2. Light pollution, Bromyard Downs
  - 6.3. Bus shelter (A44)
  - 6.4. Parking, junction of Buckenhill Road and B4203
7. **Correspondence**
  - 7.1. **Police and Crime Commissioner:** Town and Parish Council survey.
  - 7.2. **Herefordshire Council:** Hereford transport strategy review update.
  - 7.3. **Herefordshire Council:** Car parking charges consultation.
8. **Neighbourhood Development Plan**
  - 8.1. **HRA and SEA:** To note that Herefordshire Council have completed the Habitats Regulations Assessment and Strategic Environmental Assessment.
  - 8.2. **Regulation 14:** To approve the draft Brockhampton Group Neighbourhood Development Plan 2011-2031 for the purposes of pre-submission consultation and publicity in accordance with the relevant regulations.
9. **Planning**
  - 9.1. **P202672/F:** Yearsett Court Farm, Whitbourne, Worcester, Herefordshire, WR6 5RQ. Variation of a condition 2 following grant of planning permission DCNC2005/0630/F (conversion of barn to farm workers accommodation). The farm business now needs fewer bedrooms in the building.

## 10. Parish matters for discussion/decision

- 10.1. **A44/Bringsy Common layby:** To consider suggested measures to keep the layby clear of parked vehicles.
- 10.2. **Accessibility Regulations:** To note amendment of the Parish Council's online accessibility statement with respect to PDF documents.
- 10.3. **Hereford Green Network:** To consider joining (£50.00 annual membership).
- 10.4. **Volunteer:** To consider how the Parish Council can assist with volunteer activities.

## 11. Finance

- 11.1. **Budget expenditure:** To consider and approve.
- 11.2. **Bank reconciliation:** To consider and approve.
- 11.3. **Invoices:** To approve the following invoices for payment:
  - 11.3.1. David Hunter-Miller (salary and expenses): £420.36
  - 11.3.2. HMRC (PAYE): £100.80
  - 11.3.3. Worcestershire County Council Pension Fund: £164.32
  - 11.3.4. UK Aggregates Ltd (bus shelter): £3324.00
  - 11.3.5. HALC (website hosting and domain name): £66.00
- 11.4. **Clerk's Delegation:** To note the following payments made between scheduled meetings:
  - 11.4.1. 12/08/20 - David Hunter-Miller (salary and expenses): £423.67
  - 11.4.2. 12/08/20 - HMRC (PAYE): £101.00
  - 11.4.3. 12/08/20 - Worcestershire County Council Pension Fund: £164.32
  - 11.4.4. 12/08/20 - Herefordshire Council (election expenses): £138.51
  - 11.4.5. 12/08/20 - Herefordshire Council (election expenses): £151.11

- 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

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

- 14. **Clerk's contract:** To consider and approve the NJC National Salary Award 2020-21.

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*Dated 11/09/20*



David Hunter-Miller  
Clerk and RFO