



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 a meeting of Brockhampton Group Parish Council at 7:30PM on Wednesday 17th January 2024 at Bromyard & Winslow Town Council Offices, HR7 4DU

Press and public are cordially invited to attend

Agenda 01/2024

- 1. Chairman's welcome and announcements**
- 2. Apologies for absence:** To receive apologies and to approve reasons for absence.
- 3. Declarations of personal and prejudicial interest**
 - 3.1. Register of Interests:** With reference to items on the agenda councillors are reminded of their responsibility to declare interests and to update their register of interests as required. *Failure to register or declare an interest may result in the commission of a criminal offence.*
 - 3.2. Disclosable Pecuniary Interests:** To declare any Disclosable Pecuniary Interests in items on the agenda and their nature. *Councillors with a Disclosable Pecuniary Interest must leave the room for the relevant items.*
 - 3.3. Other Interests:** To declare any Other Registerable Interests or Non-Registerable Interests in items on the agenda and their nature. *Councillors with an Other Registerable Interest or Non-Registerable Interest may need to leave the room for the relevant items.*
 - 3.4. Dispensations:** To consider any written dispensations from councillors 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 brief report.
 - 4.2. Bromyard Downs Common Association:** To receive a brief report.
 - 4.3. Bringsty Common Manorial Court:** To receive a brief report.
 - 4.4. Footpaths Officer:** To receive a brief report.
 - 4.5. Hereford Green Network:** To receive a brief report.
 - 4.6. 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 15th November 2023.
- 6. Progress reports:** *To receive a brief update only.*
 - 6.1.** Councillor vacancies
 - 6.2.** Speed Indicating Device
 - 6.3.** Memorial to Dr David Boddington
 - 6.4.** Waste bins for Bromyard Downs
 - 6.5.** School signing/noticeboards
- 7. Correspondence**
 - 7.1.** Worcester Bromyard Leominster Greenway CIC: Asset of community value application
 - 7.2.** Hereford & Worcester Fire and Rescue Service: Resource Review public consultation
 - 7.3.** Herefordshire Women's Equality Group: Parish Council vacancies and gender ratio in Herefordshire
- 8. Parish matters for discussion/decision**
 - 8.1.** To note the Clerk's delegated response to Herefordshire Council's Public Space Protection Order (PSPO) renewal survey
 - 8.2.** To consider and adopt a biodiversity policy
 - 8.3.** To consider and adopt a grant awarding policy

9. Planning

- 9.1. To receive an update on the Brockhampton Group Neighbourhood Development Plan and consider next steps
- 9.2. To consider the following planning applications to be determined by Herefordshire Council:
 - 9.2.1. **P233601/FH:** Marley Cottage, Bringsty, Worcester, Herefordshire WR6 5UW. Proposed two storey side extension.
 - 9.2.2. **P233590/U:** Unit A Linton Trading Estate, Bromyard, Herefordshire, HR7 4QT. Certificate of lawfulness is sought in respect with the non-compliance with condition 7 of MH97/1533. Condition 7 sought to restrict the timing of deliveries to and dispatches from the site and has not been complied with for a period in excess of 10 years.
 - 9.2.3. **P233754/PA7:** Land at Bromyard Town Football Club, Delahay Meadow Sports Ground, Bromyard, Herefordshire, HR7 4NT. Application for prior notification for a proposed 25m lattice tower supporting up to 12 no antennas and up to 4 no dishes together with up to 6 no ground based cabinets, 1 no meter cabinet and ancillary development thereto including compound fencing.
 - 9.2.4. **P233755/F:** Oak Cottage, Bromyard, Norton, Herefordshire, HR7 4PA. Change of use of residential annex to single unit of holiday accommodation (Retrospective).
- 9.3. To note responses made under delegated authority for the following applications:
 - 9.3.1. **P233398/FH:** Midway, Norton, Bromyard, Herefordshire HR7 4PB. Proposed 2 storey house extension.

10. Highways, Public Rights of Way and Lengthsman

- 10.1. To receive an update on the Lengthsman Scheme and to consider any items for the Lengthsman's work schedule
- 10.2. To consider issues with parking enforcement Rowberry Street/Church Street (Bromyard)

11. Finance

- 11.1. **Internal Auditor:** To consider the appointment of an Internal Auditor to review the 2023/24 accounts
- 11.2. **Bank signatories:** To review bank signatories and online access.
- 11.3. **Budget expenditure:** To consider and approve.
- 11.4. **Bank reconciliation:** To consider and approve.
- 11.5. **Invoices:** To approve the following invoices for payment:
 - 11.5.1. David Hunter-Miller (salary and expenses)
 - 11.5.2. HMRC (PAYE)
 - 11.5.3. Worcestershire County Council Pension Fund (pension)
- 11.6. **Clerk's Delegation:** To note the following payments made between meetings:
 - 11.6.1. 20/12/23 David Hunter-Miller (December salary and expenses)
 - 11.6.2. 20/12/23 HMRC (December PAYE)
 - 11.6.3. 20/12/23 Worcestershire County Council Pension Fund (December pension)
 - 11.6.4. 20/12/23 Herefordshire Council (election expenses): £390.32

- 12. **Councillors' reports and items for the next agenda:** To provide an opportunity for councillors to report minor matters of information not included elsewhere on the agenda and to raise items for future meetings. *Councillors are respectfully reminded that this is not an opportunity for debate or decision making.*

13. Date of the next meeting

Dated 12th January 2024



David Hunter-Miller
Clerk and RFO