



Brockhampton Group Parish Council

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Annual Meeting of Brockhampton Group Parish Council
at 7:30PM on Wednesday 20th May 2026 at Bromyard & Winslow Town Council Offices, HR7 4DU
(///upon surfacing outfit)

Minutes 05/2026

Present: Viv Burdon (Chair), Clive Brazier, Pete Stoddart, Gwen Dumpleton, George Johnson

In attendance: David Hunter-Miller (Clerk)

1. Election of Chair and signing the Declaration of Acceptance of Office

It was RESOLVED to appoint Viv Burdon as Chair for the 2026/27 municipal year and the Declaration of Acceptance of Office was duly signed.

2. Election of Vice-Chair

It was RESOLVED to appoint Clive Brazier as Vice-Chair for the 2026/27 municipal year.

3. Chairman's welcome and announcements

Viv Burdon opened the meeting.

4. To receive apologies and to approve reasons for absence

No apologies were received.

5. Declarations of personal and prejudicial interest

5.1. 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.

Noted.

5.2. Disclosable Pecuniary Interests: To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.

George Johnson declared a Disclosable Pecuniary Interest in item 10.1 (Lengthsman).

5.3. Other Interests: To declare any Other Registerable Interests or Non-Registerable Interests in items on the agenda and their nature.

Viv Burdon declared an Other Registerable Interest in item 12 (Linton Rail and Trail).

Nigel Shaw declared an Other Registerable Interest in item 12 (Linton Rail and Trail).

5.4. 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.

A dispensation had previously been granted to Viv Burdon to allow participation, but not voting, on all matters pertaining to the Linton Rail and Trail project.

A dispensation had previously been granted to Nigel Shaw to allow participation, but not voting, on all matters pertaining to the Linton Rail and Trail project.

6. Open Session

The meeting was adjourned for the open session

6.1. Public participation

No questions were received.

6.2. Ward Councillor

Pete Stoddart (Ward Councillor) provided an update on parish matters as follows (a full report would be made available on the Parish Council's website):

In respect to the traffic situation at Brockhampton School, I have written to the Chief Executive of the Blackpear Trust who has responded and I look forward to meeting with her in the near future.

Bafour Beatty Living Places have visited the drainage issue at the entrance to the Royal Oak pub. I now await to hear from them in regard to their plan of action to address this issue.

The Head of School Transport has now been in touch with the resident who contacted me in regard to school transport for her disabled child.

Following a complaint from a resident regarding potential damage to protected trees I have requested that planning enforcement investigate the matter.

I am present at the Surgery in the Foyer of the Conquest Theatre on the first Saturday of the month from 10:30 – 12:00 for residents to meet with me in person.

It remains my pleasure to assist residents of the Bromyard Bringsty Ward with their Herefordshire Council issues and concerns. Please do not hesitate to contact me via telephone or email if you have any Herefordshire Council related issues.

Pete Stoddart left the meeting after concluding his report.

6.3. Bromyard Downs Common Association

No matters were reported.

6.4. Bringsty Common Manorial Court

A comprehensive update had been received for the Annual Parish Meeting.

6.5. Footpaths Officer

Gwen Dumpleton (Footpaths Officer) provided an update as follows:

The parish footpaths officer has been kept busy throughout the year carrying out regular checks of the PROW network and signage, clearing small amounts of vegetation overgrowth and carrying out small repairs. Bigger jobs have been reported to the PROW team at Herefordshire Council who have this year carried out remedial work on several stiles and on 2 footbridges.

A large package of work to carry out repairs to the parish PROW network was carried out in October 2025 by a local contractor. Work was completed to a high standard and included repairs to stiles and footbridges, installation of direction fingerposts and clearance of heavy overgrowth.

The launch of the recently created Bromyard Ring circular route took place at the Royal Oak, Bromyard Downs on Friday 6 March. A large part of the route passes through the Brockhampton group parishes and the parish footpaths officer was involved in the route development. The event was very well attended with over 50 people present. The chair of the parish council gave a short introduction before the official opening of the route by Ellie Chowns, our local MP.

6.6. Tree Warden

It was RESOLVED to make enquiries with the Tree Warden to see if there were any issues that the Parish Council could support.

The meeting resumed following the open session.

7. To consider and adopt the minutes from the parish council meeting on the 18th March 2026

It was RESOLVED to adopt the minutes as a true record and they were duly signed.

8. Progress reports

8.1. Councillor vacancies

It was noted that there were three vacancies on the Parish Council and enquiries from parishioners were welcomed.

8.2. Drainage issues on the Downs Road near the Royal Oak

It was noted that Herefordshire Council had undertaken investigations and confirmed the findings of the Lengthsman that the drainage pipe under the road had collapsed and required replacement.

9. Planning

9.1. To consider the following planning applications to be determined by Herefordshire Council:

9.1.1. Nil.

No new planning applications.

9.2. To note responses made under delegated authority for the following applications:

9.2.1. P260695: The Midden Bringsty Worcester Herefordshire WR6 5UP. Rear extension to provide ancillary living accommodation for dependent relative.

It was noted that the Parish Council had responded under delegated authority with no objections.

9.2.2. P260920 and P260921: Barn at Yearsett Court Farm, Linley Green, Whitbourne, Herefordshire, WR6 5RQ. Conversion of barn to dwelling and associated works.

It was noted that the Parish Council had responded under delegated authority with the following comments:

The proposed barn conversion would create a large dwelling with multiple bedrooms, which is likely to increase traffic movements using the access onto Malvern Road. Given the nature of this rural road, this raises some concern regarding vehicles turning in and out safely, particularly in relation to visibility and traffic speeds. With this in mind it would be helpful to understand how the proposal aligns with Herefordshire Core Strategy Policy MT1 (Traffic Management and Highway Safety), particularly in demonstrating that safe access can be achieved.

10. Highways, Public Rights of Way and Lengthsman

10.1. To receive an update on the 2026/27 lengthsman scheme and to consider any items for the work schedule

George Johnson (Lengthsman) provided an update as follows:

Routine maintenance continued throughout the year, including clearing gullies (particularly during heavy autumn leaf-fall), tidying and cleaning the Linton and Bringsty bus shelters and bus stops, and maintaining the two parish noticeboards.

No major drainage schemes were required this year following last year's successful A44 ditch works. Several potential drainage improvements were explored, but underground utilities made some proposals unviable. Further issues at Stonehouse Lane/A44, the Nuttage Farm culvert at Linley Green, and the fallen drains near the Royal Oak at Norton were assessed; two required road closures and were beyond the scope of single-person work. The Nuttage Farm culvert has since been repaired.

10.2. To consider an update on parking/traffic issues at Brockhampton Primary School

It was noted that Pete Stoddart was continuing to liaise with the school over potential solutions to the parking/traffic issues.

11. Correspondence for response or action

11.1. West Mercia Police: Consultation on police force mergers

The above consultation was noted.

11.2. The Local Government Boundary Commission: Consultation on voting areas in Herefordshire

The above consultation was noted.

11.3. Bringsty Common Manorial Court: Grant funding request in support of football pitch maintenance

It was RESOLVED that a donation was not required this year as funds may be donated by the Ward Councillor.

12. Linton Rail and Trail

12.1. To consider an update on the Linton Rail and Trail project

An update on the Linton Rail and Trail project was received.

12.2. To consider an update on the structural report on assets/bridges in support of the project

It was noted that a structural survey had been undertaken on the Brick Barn Farm bridge.

It was RESOLVED to approach Herefordshire Council for possible further grant funding to allow a structural survey of the River Frome bridge to be undertaken.

13. Parish matters for discussion/decision

13.1. To consider development of a formal Parish Plan (building on work undertaken for draft NDP)

It was RESOLVED to continue to develop ideas and explore the possibility of developing a Parish Plan.

13.2. To consider the purchase of two filing storage boxes

It was RESOLVED to purchase two filing storage boxes costing up to £20.00.

14. Annual business as per Standing Orders

14.1. To review eligibility for the General Power of Competence

It was RESOLVED that the Parish Council continued to meet the eligibility requirements for the General Power of Competence.

14.2. To review the following policies and procedures

14.2.1. Balances and Reserves Policy

14.2.2. Biodiversity Policy

14.2.3. Burial Fund Policy

14.2.4. Clerk, Parish, Councillor Protocol

14.2.5. Community Engagement Strategy

14.2.6. Complaints Procedure

14.2.7. Code of Conduct (LGA)

14.2.8. Delegation Policy (Urgent Decisions of the Council)

14.2.9. Disciplinary Procedure

14.2.10. Equal Opportunities Policy

14.2.11. Financial Regulations

14.2.12. Freedom of Information Act Guide

14.2.13. GDPR Data Privacy Policy

14.2.14. GDPR Data Protection Policy

14.2.15. GDPR Data Security Incident Procedure

14.2.16. Grant Awarding Policy

14.2.17. Grievance Procedure

14.2.18. Health and Safety Policy

14.2.19. IT Policy

14.2.20. Planning Delegation Policy

14.2.21. Press and Media Policy

14.2.22. Publication Scheme

14.2.23. Retention Policy

14.2.24. Standing Orders

14.2.25. WPF Employer Discretions Policy

It was RESOLVED that no changes were required to the above policies.

14.3. To review insurance, risk and assets

14.3.1. Risk Management Policy and Risk Register

It was RESOLVED that no changes were required to the above policy and register.

14.3.2. Insurance cover

It was RESOLVED to renew insurance with Zurich and that the cover was adequate.

14.3.3. Inventory of Assets

It was RESOLVED to adopt an updated inventory of assets.

14.4. To review the meeting schedule for the year ahead

It was RESOLVED to continue to schedule meetings on the third Wednesday of alternate months at 7:30PM.

15. Finance

15.1. To consider and approve the 2025/26 end of year accounts and bank reconciliation

It was RESOLVED to approve the 2025/26 end of year accounts and bank reconciliation.

15.2. To note the appointment of an external auditor

It was noted that PKF Littlejohn LLP had been appointed as the External Auditor.

15.3. To self-certify exemption from external audit

It was RESOLVED that the Parish Council had met the requirements to certify itself exempt from external audit and the certificate was duly signed.

15.4. To consider and approve the Annual Internal Audit Report

The Internal Auditor's report was considered and it was noted that there were no matters requiring attention.

The Parish Council reviewed the independence of the appointed Internal Auditor and confirmed that no conflicts of interest exist and that the auditor remains independent of the Parish Council's financial affairs.

15.5. To consider and approve the Annual Governance Statement

The Annual Governance Statement was considered and it was RESOLVED that each statement had been achieved and it was duly signed.

15.6. To consider and approve the Accounting Statements

The Statement of Accounts was considered and it was RESOLVED to approve and it was duly signed.

15.7. To approve the arrangements for the exercise of public rights

It was RESOLVED that the period for the exercise of public rights would run from Wednesday 3rd June to Tuesday 14th July 2026.

15.8. To review bank signatories

It was noted that the current signatory arrangements were adequate.

15.9. To note receipt of VAT refund

It was noted that a VAT refund of £823.03 had been received.

15.10. To review earmarked reserves

It was RESOLVED to move £500.00 from the renewals earmarked reserve, and £500.00 from the insurance earmarked reserve, into general reserves.

15.11. To note recent refund/recovery made by Lloyds Bank in error

It was noted that Lloyds bank had refunded £520.33 in error (14/04/26) and then recovered the amount (30/04/26).

15.12. To consider and approve the 2026/27 budget expenditure

It was RESOLVED to approve the latest budget expenditure.

15.13. To consider and approve the 2026/27 bank reconciliation

It was RESOLVED to approve the latest bank reconciliation.

15.14. To approve the following invoices for payment:

15.14.1. David Hunter-Miller (salary and expenses)

15.14.2. HMRC (PAYE)

15.14.3. Worcestershire County Council Pension Fund (pension)

15.14.4. Iain Selkirk (Internal Audit): £170.00

15.14.5. Zurich Town & Parish, Insurer Trust Account (insurance): £483.80

15.14.6. Eyelid Productions Ltd (website): £100.00

It was RESOLVED to settle the above invoices.

15.15. To note the following payments made between meetings under delegated authority:

15.15.1. 26/03/26 George Johnson (bus shelter maintenance): £67.50

15.15.2. 26/03/26 George Johnson (bus shelter preservative): £19.15

15.15.3. 26/03/26 George Johnson (bus shelter preservative): £13.64

15.15.4. 26/03/26 Geomex Ltd (structural survey): £948.00

15.15.5. 13/04/26 David Hunter-Miller (salary and expenses April)

15.15.6. 13/04/26 HMRC (PAYE April)

15.15.7. 13/04/26 Worcestershire County Council Pension Fund (pension April)

The above payments were noted.

15.16. To note the following Direct Debit payments made between meetings:

15.16.1. 17/03/26 Lloyds Bank (service charge): £4.25

15.16.2. 20/04/26 Lloyds Bank (service charge): £4.25

The above payments were noted.

16. Councillors' reports and items for the next agenda

It was RESOLVED to renew enquiries with the Royal Oak regarding the provision of a defibrillator.

It was RESOLVED to identify the location of the shared Speed Indicating Device so that it could be scheduled for a visit to Brockhampton Group. It was RESOLVED to make arrangements to download the traffic data from the unit.

It was RESOLVED that the Clerk would forward planning decision notices received between meetings.

It was RESOLVED to add the following items to the next agenda:

- Hedge cutting A44 (outside of nesting season)
- Parish Plan update

17. Date of the next meeting

The next scheduled meeting is at 7:30PM on Wednesday 15th July 2026.

The meeting closed at 8:42PM.



David Hunter-Miller
Clerk and RFO