

Brockhampton with Much Fawley

Minutes of the Meeting of the Parish Council

Held at Brockhampton Village Hall

at 7.30pm on Monday 29th June 2026

Those Present:

Chairman Cllr Thompson and Cllrs Garnett, M. Wood, H. Wood.

Parish Clerk N. Richmond and Ward Councillor Barry Durkin..

1. Apologies: To accept apologies and note reasons for absence.

No apologies were received.

2. Declarations: To receive declarations of interest and consider any written applications for dispensation.

No written applications for dispensation were received and no declarations of interest were made.

3. To sign the employment Contract of the Clerk and Responsible Financial Officer Nick Richmond and sign a letter to Nat West Bank changing the statement address to the address of the new clerk.

The contract of employment was approved and signed by Chairman Thompson and Nick Richmond Parish Clerk. A letter to Nat West Bank changing the statement address was also signed.

4. To consider the minutes of the previous meeting held on Monday 4th May 2026.

The minutes of the Annual Parish Council meeting of 4th May 2026 were approved as a true record of the meeting and were signed by the Chairman.

5. To receive the Ward Councillors report and ask any questions arising.

The report had been circulated. A question was raised about the extent of the Holme Lacy Road that was now taken up by cycle paths. Cllr M Wood commented that following the end of the Balfour Beatty contract potholes he had reported had been fixed within a few days.

6. Public participation session: three (3) minute limit per person (15 minutes maximum)

No members of the public were present.

7. Planning

To consider the following new planning application:

No new planning applications were received.

8. Finance:

8.1 The following payments were approved:

£ 174.69 Clerk services May/June 2026.

£ 52.00 Clerk expenses reimbursement of data protection fee

£ 100.00 J D Accounting invoice for the Internal Audit.

The bank account balances of current a/c £ 2,557.90 and reserve a/c £ 4,686.62 were noted.

8.2 End of Year Accounts

To receive the Internal Audit and sign the Annual Governance Statement and Accounting Statement, and to note the dates of the Notice of Public Rights to examine the accounts.

Cllr Garnett commented that the Internal Audit and Annual Governance Statement 'No' answers were correct and should have been answered that way in previous years. Cllr H Wood proposed that the AGAR forms be signed as presented. This was seconded by Cllr M Wood and all voted in favour. Cllr Thompson and the clerk signed the forms. The dates of public rights to examine the accounts were noted as from Tuesday 30th June to Monday 10th August.

8.3 Update on change of banking to Unity Trust Bank.

The clerk advised that Unity Trust have an account switching facility but it only applies to current accounts so it was agreed that Cllr Garnett would move the reserve account balance into the current account and the clerk will then proceed with the switching of accounts from Nat West to Unity Trust.

9. To discuss a new Parish Council laptop.

The clerk advised that the existing laptop while slow did everything he needed it to. Cllr Garnett advised that the council need a laptop with Microsoft 365 in order that everything was saved remotely and could be accessed independently of the laptop. It was agreed that the clerk will obtain a quotation from John Finch for presentation to the next council meeting.

Brockhampton with Much Fawley

Minutes of the Meeting of the Parish Council

10. Items for next meeting agenda: (No discussion)

10.1 Review of the Assets Register.

10.2 Laptop quotation.

10.3 Financial Regulations and Risk Register

11. To consider a date and venue for the next Parish Council meeting.

The following meeting dates were agreed:

Monday 28th September 2026

Monday 30th November 2026

Monday 25th January 2027

Monday 22nd March 2027

Meetings to start at the new time of 6.30pm.