

ELMLEY CASTLE, BRICKLEHAMPTON & NETHERTON PARISH COUNCIL

PARISH COUNCIL MEETING AGENDA

JULY 2026:

Clerk: Andrew Robinson, Elmley Meadow, Elmley Castle, WR10 3HW.

Notice is given of the meeting of Elmley Castle, Bricklehampton and Netherton Parish Council on

Monday 20th July 2026 at 7.00pm
at Elmley Castle Village Hall

22. WELCOME & APOLOGIES FOR ABSENCE.

23. OPEN FORUM & ANY UPDATES FROM THE SAFER NEIGHBOURHOOD TEAM.

24. DECLARATIONS OF INTEREST REMINDERS:

- Councillors are reminded of the need to update their register of interests.
- To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.
- To declare any other Disclosable Interests in items on the agenda and their nature.
- Written requests for the council to grant a dispensation (S33 of the Localism Act 2011) are to be with the Clerk at least 4 days prior to a meeting.
- Councillors who have declared a Disclosable Pecuniary Interest or any other Disclosable Interest which falls within the terms of paragraph 12(4) (b) of the Code of Conduct must leave the room for the relevant items.
- Failure to register or declare a Disclosable Pecuniary Interest may be a criminal offence.

25. DISPENSATIONS:

- (I) Cllr Bent, 1 year from 11th September 2025, Land at Millend Racing Stables (discussion only, no voting rights).
- (II) Cllr Gevers, 1 year from 11th September 2025, Land at Millend Racing Stables (discussion only, no voting rights).

26. APPROVAL OF MINUTES:

- (I) Proposal to approve the Draft Minutes of the Parish Council meeting of 16th May 2026.

27. COUNTY COUNCILLORS REPORT.

28. DISTRICT COUNCILLORS REPORTS.

29. CLERKS UPDATES (INCL. DECISIONS MADE BETWEEN MEETINGS / APPROVED DELEGATION SCHEME):

- (I) All planning decisions listed below under 'Planning'.
- (II) The decision was made to fell the dead tree on the Playing Fields, close to the nets. This decision was made using powers in the Financial Regulations that allow the Clerk to make urgent financial decisions of expenditure up to £2,000. The cost of the felling of this tree was £500.00.
- (III) The new dog waste bin in Bricklehampton has now been re-sited following some confusion of the fitting location.

30. PROGRESS REPORTS (any updates to be given verbally by Councillors/Clerk):

(A) Flood Prevention – Cllr Stephens	(B) Highways – Cllr Burton	(C) Lengthsman – Clerk
(D) Wildflowers – Cllr Lea	(E) Planning & NP – Cllr Gevers	(F) Community Events – Cllr Jupp
(G) Playground / ECCC – Cllr Bent	(H) Defibs – Cllr Gordon	

31. FINANCES: (POSSIBLE DISCLOSABLE INTEREST CLLR LOCKHART)

Bank balances as at 30th Jun 2026 - **£51,527.29**

- (I) Proposal to approve the receipts and payments listed below.
- (II) Cllrs to note one overspend within the 2026 Budget up to the end of June 2026. This is an overspend of £7.69 on the insurance renewal for 2026-2027.
- (III) Cllrs to note Cllr Jupp has independently verified the Bank Reconciliations for May 26 and June 26.

Receipts: May / Jun 26:

27/05/26	WCC	Lengthsman Reclaim Apr 26	£224.00
22/06/26	HMRC VTR	VAT Reclaim 25-26	£1,549.37
30/06/26	WCC	Lengthsman Reclaim May 26	£260.00
30/06/26	Unity Bank	Interest	£79.16

Payments: May / Jun 26:

01/05/26	A Robinson	Clerk Salary Apr 26	£715.99
18/05/26	Steve Baker	Lengthsman Apr 26	£208.00
18/05/26	Ann Dobbins	Internal Audit 25-26	£250.00
18/05/26	Smartcut Ltd	Grasscutting Apr 26 Inv 28234	£288.00
18/05/26	WCC Pension Fund	Pension Contributions May 26	£215.89
19/05/26	Lloyds Bank	Charge Card (Monthly Fee)	£3.00

31/05/26	Unity Bank	Service Charge	£7.00
01/06/26	A Robinson	Clerk Salary June 26	£715.79
01/06/26	A Robinson	Clerk Home Office June 26	£17.25
01/06/26	WDC	Annual Lottery Licence Fee	£20.00
01/06/26	BWP Creative Ltd	Domain Renewal 18/6/26-18/6/27	£36.00
01/06/26	Zurich Insurance	Insurance Renewal 1/6/26-31/5/27	£624.13
01/06/26	Wayside Nurseries	Shrubs / Perennials Village Plating	£155.38
01/06/26	Volha Lockhart	Watering Cans Expenses from Home Bargains	£7.47
01/06/26	A Robinson	Fuel Expenses 2025	£48.60
16/06/26	Lloyds Bank	Charge Card (Monthly Fee)	£3.00
16/06/26	Lloyds Bank	Microsoft 365 Computer Software	£84.99
16/06/26	Lloyds Bank	McAfee Virus Protection Software	£114.99
18/06/26	Smartcut Ltd	Grasscutting May 26	£72.00
18/06/26	Village Hall	May Meetings	£13.00
18/06/26	PATA Payroll	Payroll Apr / May / Jun 26	£40.35
18/06/26	Steve Baker	Lengthsman May 26	£240.00
18/06/26	WCC Pension Fund	Pension Contributions June 26	£228.20
30/06/26	A Robinson	Clerk Home Office Jun 26	£17.25
30/06/26	Unity Bank	Service Charge	£7.00

32. POLICIES:

Council to review and consider acceptance of the following Parish Council Policies and documents, all items have been circulated to members prior to the meeting and are available from the Clerk on request:

- (A) Disciplinary, grievance and home working policy
- (B) Internal Controls Policy
- (C) Reserves Policy
- (D) LGPS Discretionary Policy

33. SANTA PARADE AND CHRISTMAS EVENT 2026:

It is looking unlikely that Elmley Entertains will be established in time to run the 2026 Christmas event. Council to consider running this event as per previous years but with some alterations.

The usual market organisers have stood down with a request that the Parish Council runs this alongside Village Hall help. We have an email from the Chairman of the VH, agreeing to share the risk, as well as the profits (should there be any).

Since footfall is poor during the day, the VH have agreed to share the risk on the Santa's Grotto where slots can be pre-booked and an inflatable Grotto will house the man himself to encourage all day footfall.

Ideally, slots should be pre-booked online and the VH are finalising the capability for future ticketing events.

Council to consider this event and agree the necessary expenditure and authorisations.

Below is **approximate income / expenditure** based on Christmas 2025 + 10%:

Replacement Christmas lights for trees on Main Street - £2,500.00
Raffle Ticket Printing £66.66
Bretforton Band £275.00
Road Closure Application and Implementation £495.00
Paramedic £165.00
Snow Machine Fluid £33.91
Hot Water Urn and Gas Bottle £22.00
Sundries (Tea / Coffee / Milk / Mince Pies / Chocolates / Mulled Wine) £48.14
Electrician (lights installation) £1,074.70
Christmas Trees £198.00
Santa's Grotto – guesstimate £300.00 (inc delivery & insurance)
TOTAL £5,178.41

Raffle Ticket Income:
£1,395.00

Unknown
Santa's Grotto income
Stallholders income

34. PLANNING:

- (I) **W/26/01115/FUL**, Hall Farm Bricklehampton. Proposed agricultural building. **No objections submitted.**
- (II) **W/26/1606/AGR**, Lower Field Barn, New Road. Steel framed agricultural building. **Decision Pending due 5th August.**

35. FLOWER PLANTING EXPENSES:

Proposal to pay Wayside Nurseries £123.50 for the supply of various shrubs / perennials and compost. This will be taken from the 2026-27 £1,000 Budget for plants and planters, of which there remains £838.40 still available prior to this expense.

36. OTHER CORRESPONDENCE:

1. Response received from the Chairman of Elmley Castle Cricket Club in response to the letter sent on behalf of the Council, raising concerns over the new scorers shed.

2. Response from Rev'd Katryn Leclézio re. a possible new dog waste bin in Bricklehampton, close to the Church.
3. Letter received from a resident regarding the protected verge at Besscaps and whether or not this is still a protected area.

37. PROVISIONAL NEXT MEETING DATE (ALWAYS CHECK THE WEBSITE FOR CHANGES):

- Monday 21st September 2026.

CONFIDENTIAL (the following item is only open to PARISH CLLRS)

38. CLERKS ANNUAL APPRAISAL:

The Clerks annual appraisal has been circulated between meetings. The Council to discuss and formally agree the proposed actions.

MEMBERS OF THE PUBLIC / PRESS ARE WELCOME TO ATTEND



A Robinson

Date of circulation & publication – 15/7/26