

BROMYARD & WINSLOW TOWN COUNCIL



MINUTES
C19/01 – C19/21

Minutes of the Full Council meeting held on
Monday 28th January 2019
at 7.30pm in the Council Chamber, Council Offices, Bromyard.

UNTIL NEXT MEETING OF THE COUNCIL THESE MINUTES HAVE NOT BEEN RATIFIED

PRESENT: Cllrs Page (Chairman), Andrews, Brunsdon, Cave, Churchill, Clark, Cooper, Dods, Dr Dunne-Thomas, Dr D Ferriday, Franklin, James, Nevin and Smith.

In attendance: Karen Mitchell (Town Clerk)
Rose Raine (Admin Asst)

Ward Member: Cllr A Seldon

2 Members of the Public

Fire Procedure Read to the meeting

		Action
C19/01	Apologies: Cllrs Faulkner, Lester and Pettitt (leave of absence). Ward Councillor N Shaw	
C19/02	Declarations of Interest and written requests for dispensation: <ul style="list-style-type: none"> All Members present who resided in Bromyard and Winslow submitted a request for a dispensation to permit them to discuss and vote on setting the budget 2019/20. Cllr Andrews declared a Disclosable Pecuniary Interest in item 19/14 	
C19/03	Policing Matters PC Meek sent his apologies and Cllr Clark reported as follows: January Update <u>Staff News</u> - Due to promotion PCSO Lowri Anderson is leaving Bromyard her replacement starts on the 18 th Feb, PCSO Jack Davies. <u>Crime and Disorder</u> - Arrests in the town for drug driving and offences relating to theft and criminal damage. <u>Speed Enforcement</u> - Over 300 vehicles checked with the new laser speed equipment which is accurate over a far greater distance; 6 drivers have been reported for court offences and others pulled over for speed offences. Initially targeted the A44/A465 and the village at Edwyn Ralph.	

	<p><u>Anti- Social behaviour</u> - Figures for anti-social behaviour continue to drop. The latest results for the town indicate that monthly comparisons show a drop of nearly 40%. This work has been supported by Superintendent Sue Thomas. PC Meek keen to push on and see further reductions in this area.</p> <p>At December's Full Council meeting there had been a query on the issue of tickets for parking on double yellow lines – 40 tickets had been issued by traffic wardens therefore the feeling that illegal parking on yellow lines was not being treated seriously is a misconception. Councillors requested to inform Cllr Clark of any hotspots.</p>	
C19/04	<p>Public Question Time</p> <p>A member of the public reported issues with speeding and antisocial behaviour in Old Rd and requested that PC Meek target the area between 4-8pm for use of the laser speed gun. Cllr Clark to feedback information to PC Meek.</p>	
C19/05	<p>Chairman's Report</p> <ul style="list-style-type: none"> • Cllr Page thanked those who had attended the funeral of Sylvia Silver. • Mayoral – since May 2018 had attended 100 + events, largely within Bromyard. • Mayors Charity now exceeds £4,000 – all paid to Kempson Players. • Charity Quiz Night 17th February. • Nozstock Festival – 2 weekend tickets donated for raffle. P Nozstock to attend March meeting to give an update on festival. • No further information on possible employment of PCSO by the Town Council (Min 18/210) Cllr Seldon to pursue and keep members informed. • Dedication of WW1 benches to take place on on 5th February at 11.00am, service by the Revd. Evans. 	
C19/06	<p>Town Clerk's Report</p> <ul style="list-style-type: none"> • Apologised no written report available due to IT issues. • Still progressing land transfer to Kempson Players; the Players have agreed to pay for the registration of the main area of land. Concern expressed that steps be taken to ensure land remains public open space in perpetuity and not be subject to development. • No date set for fixed wire testing. • External Audit for year ended 31st March 2018 signed off – no issues to report. 	<p>TC</p> <p>TC</p>
C19/07	<p>Ward Councillor Reports:</p> <p>Cllr. Alan Seldon</p> <p>Flagonners Green planning application had been resubmitted by Gladmans – revised pedestrian access likely to be acceptable to Herefordshire Planning; also proposing a four arm roundabout off A44. Primary Care providers not included as statutory consultees on the application. Issues discussed concerning health care provision, education and lack of employment land.</p> <p>Members queried whether Section 106 Porthouse money has been paid as required and whether decisions taken as to how any money will be spent.</p> <p>Cllr Seldon advised that even where the Town Council had opposed a development they should be ready to negotiate with developers on Section 106 money.</p> <p>It was queried whether the Town Council could give financial support to schools. Clerk advised only under s137 as the Council did not meet the criteria to use the General</p>	

	<p>Power of Competence. Members asked that Herefordshire Council's Section 106 Officer be invited to attend a meeting of Full Council. Nunwell Surgery senior partners to be invited to attend February Full Council meeting to talk to about healthcare provision in the town. Cllr Seldon left the meeting at 8.35pm</p>	<p>TC TC</p>
C19/08	<p>Exclusion of members of the public and the press. (Part 2 Private and Confidential) Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings Act 1960) IT WAS RESOLVED that because of the confidential nature of the business to be transacted the public and the press leave the meeting during consideration of items 19/10 2.2 - Staffing issue; item 3.5 - Grounds Maintenance contract and item 19/14 (2) - Quotation - Framing of Mayoral Pictures.</p>	
C19/09	<p>Minutes. IT WAS RESOLVED to receive, approve and sign the Minutes of the Meeting of Council held on Monday 17th December 2018 as a true record. The minutes were duly signed by the Chairman.</p>	
C19/10	<p>Committees and Working Parties</p> <p>1) <u>Planning & Economic Development Committee</u> IT WAS RESOLVED To receive and note the Minutes of the meeting held on 7th January, 2019.</p> <p>2) <u>Staffing Committee</u></p> <p>2.1 IT WAS RESOLVED to receive and note the Minutes of the meeting held on 10th January, 2019.</p> <p>2.2 To consider the following Staffing Committee recommendation: 1) Ref. 19/07 Cleaning of Public Conveniences Members discussed the pros and cons of employing a member of staff to clean the toilets. IT WAS RESOLVED to defer further discussion of the employment of a new member of staff to clean the Tenbury Road Public Toilets to the confidential session at the end of the meeting.</p> <p>3) <u>Finance & Properties Committee</u></p> <p>3.1 IT WAS RESOLVED to receive and note the Minutes of the meeting held on 14th January 2019.</p> <p>3.2 Following Cllr Dr Ferriday's resignation from the Finance & Properties Committee, members were requested to appoint a member to fill the vacancy until the end of the municipal year. IT WAS RESOLVED that Cllr Cave be appointed to serve on the Finance & Properties Committee until the end of the municipal year.</p> <p>3.3 Members considered the following Finance & Property Committee recommendations: 1) Ref. 19/18 Bromyard Speed Festival (BSF)</p> <ul style="list-style-type: none"> • Subject to the provision of temporary toilets, the Council permit the use of the Tenbury Road and Rowberry Street Car Parks over the weekend 6th/7th April 2019. 	

	<ul style="list-style-type: none"> • The Town Clerk to liaise with BSF regarding charge for the use of the Tenbury Road Car Park to compensate for lost income on Saturday 6th April. • Use of the Old Vicarage be permitted at the times requested and for the purposes stated. <p>IT WAS RESOLVED to accept the above recommendations.</p> <p>2) Ref. 19/10 Health & Safety</p> <ul style="list-style-type: none"> • The Draft Health & Safety Policy and the Draft Health & Safety Handbook be adopted and issued. <p>Some concern was expressed that the documents were still too detailed for the size of the council.</p> <p>IT WAS RESOLVED to accept the above recommendation.</p> <p>3) Ref. 19/11 Tenbury Road Car Park</p> <ul style="list-style-type: none"> • Bromyard Gala be permitted to use the Tenbury Road Car Park for the assembly of Gala Floats on the morning of Saturday 29th June 2019. • The offer of compensation for loss of income in parking fees be accepted. <p>IT WAS RESOLVED to accept the above recommendations.</p> <p>4) Ref. 19/15 Public Toilets</p> <ul style="list-style-type: none"> • That action is taken to ensure operational toilets are made available on the Tenbury Road Car Park. <p>IT WAS RESOLVED to accept the above recommendation.</p> <p>5) Ref. 19/16 Grounds Maintenance</p> <ul style="list-style-type: none"> • That the quotation submitted by Company 2 on the comparison sheet, be accepted subject to satisfactory monitoring procedures being implemented. <p>Discussion of item 5 deferred for consideration in the Confidential session at the end of the meeting.</p> <p>4) <u>Burial Committee</u></p> <p>4.1 IT WAS RESOLVED to receive and note the Minutes of the meeting held on 21st January, 2019.</p> <p>4.2 To consider the following Burial Committee recommendation from the meeting held on 19th November, 2018.</p> <p>1) Ref. 18/58 Budget Requirements</p> <ul style="list-style-type: none"> • that any underspend from the 2018/19 Burial budget be allocated to the Burial Committee Ear-Marked Reserves <p>Members discussed the reasons for and the feasibility of any underspend for 2018/19 being allocated to the Burial Committee Ear-Marked Reserves to defray possible future costs.</p>	<p>TC</p> <p>TC</p> <p>TC</p> <p>TC</p> <p>TC</p> <p>TC</p> <p>TC</p> <p>TC</p> <p>TC</p> <p>TC</p> <p>TC</p>
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C19/11	<p>Quarterly Financial reports: In accordance with Financial Regulations, members were asked to receive the following quarterly reports:</p> <ul style="list-style-type: none"> a) Cash & Investment Reconciliation b) Receipts & Payments Summary report c) Income & Expenditure Report by Account Code <p>IT WAS RESOLVED to accept reports a, b and c above.</p>	
C19/12	<p>Draft Budget 2019/20 Members considered the formal adoption of the draft Budget for 2019/20 as recommended by the Finance & Properties Committee (Minute 19/18 refers.)</p> <p>IT WAS RESOLVED to approve a net budget requirement of £344,245 for 2019/20, as recommended by the Finance and Properties Committee.</p>	TC/RFO
C19/13	<p>Precept 2019/20 To consider requesting a precept of £239,900 from Herefordshire Council for 2019/20, which would result in a Band D charge of £167.29. This figure is recommended to Council by the Finance & Properties committee. This equates to a Band D increase of 2.25% (Minute F19/18 refers)</p> <p>IT WAS RESOLVED to submit a precept requirement of £239,900 for 2019/20 to Herefordshire Council.</p>	TC/RFO
C19/14	<p>Council Chamber Members discussed a proposal to hang photographs of Past Mayors of Bromyard and Winslow in the Council Chamber. (Consideration of quotations for framing deferred to confidential session)</p> <p>IT WAS RESOLVED to approve the proposal to hang photographs of past mayors in the council chamber.</p>	TC
C19/15	<p>75th Anniversary of D-Day and the Battle of Normandy 18/218 The 6th June 2019 marks the start of the 75th anniversary of the D-Day Landings. The allocation of funds from within the approved budget to mark the occasion was discussed.</p> <p>IT WAS RESOLVED</p> <ul style="list-style-type: none"> • to allocate £400 towards spending to mark the 75th anniversary of the D Day Landings. • that an item be placed on the agenda of the February meeting to decide how this money ought to be spent. 	TC/RFO TC
C19/16	<p>Armed Forces Day, Saturday 29th June, 2019 The Town Council was advised that Armed Forces Day events will begin in Hereford on Monday 24th June with the raising of the Armed Forces Day Flag.</p> <p>IT WAS RESOLVED that</p> <ul style="list-style-type: none"> • A flag raising event be organized to mark Armed Forces Day on 29th June 2019 • £150 be allocated towards costs of any event. 	TC TC/RFO

	<ul style="list-style-type: none"> This item be referred to a future meeting to decide the best course of action 	TC
C19/17	<p>Public Toilets</p> <p>The Town Clerk outlined action taken to move the situation forward. A report detailing quotations for ways to reinstate or replace the toilet block would be placed before the next Finance & Properties Committee for consideration. There was discussion on how the works would be paid for.</p> <p>Noted.</p>	TC
C19/18	<p>Consultations</p> <p>1) Hereford Transport Package (HTP) – Walking, Cycling, Bus and Public Space Consultation</p> <p>Herefordshire Council is consulting on walking, cycling, bus and public space improvements in Hereford. The consultation will run for six weeks from 29th January to 11th March 2019.</p> <p>Noted</p> <p>2) Enterprise Zone Local Development Order consultation</p> <p>The Town Council is advised that Herefordshire Council proposes to make a Local Development Order granting planning permission for development falling within Class B of the Town and Country Planning (Use Classes) (Amendment) Order 2010.</p> <p>IT WAS RESOLVED that the Town Council would not submit comments but individual members were welcome to do so in their capacity as residents.</p>	
C19/19	Reports of Outside Bodies:	
	1) Chamber of Commerce – Cllr. James No meeting	
	2) Bromyard Grammar School Foundation - Cllr Cave No meeting	
	3) Bromyard Relief in Need - Cllr Cave No meeting	
	4) Market Towns Forum – Cllrs Brunsdon & Churchill No meeting TC to investigate whether the MTF still exists. Reports on Parish Summits to be submitted to future meetings.	
	5) Public Hall Committee – Cllr. Churchill No meeting	
	6) Bromyard Downs Common Association – Cllr. Churchill Unable to attend due to prior commitments.	
	7) HALC – Cllr Cave No meeting	
	8) Festivals Association – Cllr. Helen Pettit Not available	
	9) Kempson Players – Cllr Brunsdon Cllr Brunsdon reported the Recreation Ground was doing well; fund raising events were in full swing. There had been some vandalism but the culprits were being made to pay for the damage. The AGM is coming up shortly. There won't be a fete this year but there will be a 'Party in the Park'.	

C19/20	Correspondence None.	
C19/21	Date of Next Meeting Monday 25 th February 2019.	
	IT WAS RESOLVED To suspend Standing Order 3w to permit the meeting to extend beyond two hours.	
C19/10 continued 2.2 (1)	<p>Part 2 Private and Confidential Pursuant to section 1 (2) of the Public Bodies (admission to Meetings) Act 1960 IT WAS RESOLVED that because of the confidential nature of the business to be transacted the public and the press leave the meeting during consideration of the following confidential items:</p> <p>Staffing Committee</p> <p>Employment of Toilet Cleaner 2.2 To consider the following Staffing Committee recommendation:</p> <p>1) Ref. 19/07 Cleaning of Public Conveniences</p> <ul style="list-style-type: none"> • To employ a new member of staff to clean the Tenbury Road Public Toilets. <p>Issues concerning the need for specific training (needle handling/disposal) and specific policies (Health & Safety); the need for immunization, potential for disruption if employees absent due to sickness were discussed.</p> <p>Town Clerk to consult Ellis Whittam on potential health and safety issues.</p> <p>Cllr Dr Ferriday was invited to assist the Town Clerk in interviews of potential employees.</p> <p>IT WAS RESOLVED that subject to the above reservations being addressed, a new member of staff be employed to clean the Tenbury Road Public Toilets on terms as agreed by the Staffing Committee.</p> <p><i>Cllr Churchill left the meeting at 9.35pm</i></p>	TC
C19/10 continued 3.3 (5)	<p>Finance & Properties Committee</p> <p>3.3 To consider the following Finance & Properties Committee recommendation:</p> <p>5) Ref. Item 19/16 Grounds Maintenance</p> <ul style="list-style-type: none"> • That the quotation submitted by Company 2 on the comparison sheet, be accepted subject to satisfactory monitoring procedures being implemented. <p>IT WAS RESOLVED that:</p> <ul style="list-style-type: none"> • the Town Clerk to clarify the number of cuts to the verge of the A44 By pass which BBLP will undertake. • the quotation submitted by R Wilks Landscaping be accepted. • Subject to the outcome of negotiations with BBLP on the number of cuts they will be responsible for, the Clerk to negotiate with R Wilks as to the no of cuts required on the bypass. 	TC TC TC

	<p>2) Ref Item 19/14 (2) Mayoral Photos in the Council Chamber – Quotations for framing.</p> <p><i>Cllr Andrews left the room at this point.9.45pm</i></p> <p>Members considered two quotations submitted by The Picture Framer. IT WAS RESOLVED to accept quotation number PF23/2018-1 at a cost of £625.</p>	<p>TC</p>
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The meeting closed at 9.55pm