



MINUTES OF A MEETING  
OF BROMYARD AND WINSLOW TOWN COUNCIL

held on Monday 26<sup>th</sup> November 2018 in the Council Chamber, Council Offices, Bromyard at 7:30pm.

**\*UNTIL NEXT MEETING OF COUNCIL, THESE MINUTES HAVE NOT BEEN RATIFIED\*.**

**PRESENT:** Cllrs Page, Cave, Churchill, Clark, Cooper, Faulkner, Franklin, Nevin and Smith.

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

**Ward Members:** Cllrs A Seldon and N Shaw

**Police – PC Meek West Mercia Constabulary**

**1 Member of the Public**

**Fire Procedure Read to the meeting**

		Action
<b>18/187</b>	<b>Apologies:</b> Cllrs Andrews, Brunsdon, Dods, Dr Dunne-Thomas, Dr D Ferriday, James, Johnson, Lester, Pettitt - leave of absence.	
<b>18/188</b>	<b>Declarations of Interest and written requests for dispensation:</b> Cllr Churchill, as a trustee of Kempson Players, declared a non-pecuniary interest in Item 18/195 3.2.	
<b>18/189</b>	<b>Policing Matters</b> PC Meek gave information <ul style="list-style-type: none"> <li>• on arrests made following various incidents within the town.</li> <li>• more Police were being recruited locally, however, in 2018 there were 1916 officers employed in the West Mercia area compared with 2180 in 2012.</li> <li>• Incidents of Anti social behaviour were lower than in previous months.</li> </ul>	

	<p>Cllr Page thanked PC Meek for his work on Remembrance Day and on the Xmas Lights Switch on.</p>	
<b>18/190</b>	<p>Speaker: Nancy Winfield, Project Development Manager for Herefordshire Centre for Community Led Housing gave a presentation on the project and outlined the help available to local groups to create the housing their community needs. She stressed the need for a Housing Needs Survey and outlined how HCCLH could assist in getting finance to pay for Herefordshire Council to prepare one.</p>	
<b>18/191</b>	<p><b>Public Question Time</b> John Grafham, representing The Kempson Players spoke about the historically close relationship between the Town Council and the Players and asked that the council support the recommendation of the Finance and Properties Committee to continue with the existing funding arrangement for grass cutting and insurance.(Item 18/195 3.2.1.)</p>	
<b>18/195 3.2.1.</b>	<p>In view of item 18/191 above <b>IT WAS RESOLVED</b> to bring forward Item 18/195 3.2.1. Kempson Players Grass Cutting and Insurance. Members considered the recommendation of the Finance and Properties Committee meeting of 12<sup>th</sup> November 2018.  Ref. 18/172 Kempson Players Grass cutting and Insurance – <b>IT WAS RESOLVED</b> to continue with the existing funding arrangement in the budget year 2019/20 with a cost increase of not more than inflation (as taken from government figures in April.) This funding to be fixed in the budget for 2019/20.</p>	
<b>18/192</b>	<p><b>Chairman's Report</b> The Chairman of the Council reported on</p> <ul style="list-style-type: none"> <li>• the success of the Remembrance Day service (with especial thanks to James Bayliss).</li> <li>• the Xmas Lights Switch on and the sterling work of the Lights Brigade.</li> <li>• arrangements for Herefordshire Community Champions Awards 2019. Cllr Clark volunteered to assist in completing nomination forms.</li> <li>• The Verdun Oak – Cllr Gill Churchill agreed to care for the sapling to be presented by Leominster Council on 28<sup>th</sup> November until it is of an age to plant. Bromyard Downs Common Association had agreed to the tree being planted on the Downs.</li> </ul>	
<b>18/193</b>	<p><b>Town Clerk's Report</b> The Clerk's report for November 2018 was circulated.</p> <ul style="list-style-type: none"> <li>• Cllr Churchill was seeking contractors to repair the public toilets.</li> <li>• One of the temporary port-a-loos had been pushed over; Town Clerk to contact supplier with regard to chaining the loos down.</li> <li>• PAT testing had started.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Drain Clear to inspect drains on Tuesday 27<sup>th</sup> November.</li> <li>• CCTV pictures inadequate. Awaiting Quotations for an improved system.</li> </ul>	
<b>18/194</b>	<p><b>The Minutes of the meeting of Council held on Monday 22<sup>nd</sup> October 2018</b>  <b>IT WAS RESOLVED</b> receive, approve and sign the Minutes of the Meeting of Council held on Monday 22<sup>nd</sup> October 2018 as a true record.  The minutes were duly signed by the Chairman.</p>	
<b>18/195</b>	<p>Members received reports of Town Council Committees and Working Parties as Per <b>UNRATIFIED Minutes</b></p> <p><b>1) Staffing Committee</b>  <b>IT WAS RESOLVED</b> To receive and note the Minutes of the meeting held on 17<sup>th</sup> October 2018.</p> <p><b>2) Planning &amp; Economic Development Committee</b>  <b>IT WAS RESOLVED</b> To receive and note the Minutes of the meeting held on 5<sup>th</sup> November 2018.</p> <p><b>3) Finance &amp; Properties Committee</b></p> <p>3.1 <b>IT WAS RESOLVED</b> To receive and note the Minutes of the meeting held on 12<sup>th</sup> November 2018.</p> <p>3.2 To consider the following committee recommendations</p> <p>3.2.1. <i>Considered above.</i></p> <p>3.2.2. <b>IT WAS RESOLVED</b> that in view of the confidential nature of item 3.2.2 (Ref. Finance &amp; Properties 18/178) <b>Payroll</b> - be considered in Part 2 Private and Confidential.</p> <p><b>4) Burial Committee</b>  <b>IT WAS RESOLVED</b> To receive and note the Minutes of the meeting held on 19<sup>th</sup> November 2018.</p> <p><b>5) Traffic Management</b>  Initial Consultation: Bromyard proposed 7.5 Tonne Weight Restriction  Members consider the following working party recommendation from the meeting held on 15<sup>th</sup> November, 2018.</p> <p>Min Ref: 4. <b>IT WAS RESOLVED</b> that the Town Council formally respond to the consultation in support of the proposal to introduce a 7.5 tonne weight restriction in New Road, Pump Street, Frog Lane, Broad Street, High Street, Cruxwell Street, Rowberry Street, Old Road, Clover Road and Winslow Road.</p>	
<b>18/196</b>	<p><b>Ward Councillor Reports:</b>  <b>Cllr. Alan Seldon</b></p> <ul style="list-style-type: none"> <li>• Elaborated on the work done by Vennture</li> <li>• He was investigating the historical role of Herefordshire Council in cutting</li> </ul>	

	<p>the grass alongside the A44 Bypass with a view to ascertaining HC's contribution towards cutting the verges</p> <ul style="list-style-type: none"> <li>• Along with Cllr Page he was to meet senior Police Officers to discuss Policing in Bromyard</li> </ul> <p><b>Cllr. Nigel Shaw</b></p> <ul style="list-style-type: none"> <li>• Work on the path alongside Station Road to commence on WC 3<sup>rd</sup> December 2018</li> <li>• Next Parish summit to be held on 24<sup>th</sup> January 2019</li> <li>• The Countrywide site now on the market; he had asked Herefordshire Council officers to investigate its purchase with a view to using the site as employment land in accord with Policy BY1 of Herefordshire's Core Strategy</li> </ul> <p>Cllrs Seldon and Shaw left at 8.45pm</p>	
<b>18/197</b>	<p><b>Signage</b></p> <p>In view of the delivery of 'No Dog Fouling' signage from Herefordshire Council</p> <p><b>IT WAS RESOLVED</b> this item be deferred pending receipt of further signs.</p>	
<b>18/198</b>	<p><b>Review of Standing Orders and Financial Regulations</b></p> <p>Following a detailed review by the Working Party set up by Full Council, Members considered the proposed amendments to the following documents:</p> <ol style="list-style-type: none"> <li>1) Standing Orders</li> <li>2) Financial Regulations</li> </ol> <p><b>IT WAS RESOLVED</b></p> <ol style="list-style-type: none"> <li><b>1. Standing Orders</b> <ul style="list-style-type: none"> <li>• To remove para 21 in total (Responsibilities under Data protection Legislation - requirement to appoint a DPO).</li> <li>• To approve and adopt the revised Standing Orders as amended above.</li> </ul> </li> <li><b>2. Financial Regulations</b> <ul style="list-style-type: none"> <li>• To amend para 4.1 to read: 'The Clerk, in conjunction with the Chairman of Council or Chairman of the Finance and Properties Committee, <i>for any items deemed to be significant, below £500</i>'.</li> <li>• To approve and adopt the revised Financial Regulations as amended above.</li> </ul> </li> </ol>	
<b>18/199</b>	<p><b>Great British Spring Clean, 22 March – 23 April 2019</b></p> <p>Members discussed the possibility of hosting a litter pick event to coincide with the Great British Spring Clean in 2019.</p> <p><b>IT WAS RESOLVED</b> not to take the event forward as a Council unless individual Councillors were interested in taking the lead.</p>	

18/200	<p><b>Herefordshire Council Future of Museums, Libraries and Archives service</b></p> <p>The Town Council were advised that:</p> <p>“On 28<sup>th</sup> June this year, Herefordshire Council’s Cabinet made a number of decisions regarding the future provision of its Museums, Libraries and Archives service. One of these decisions was:-</p> <p><i>‘A procurement process is commenced for the future commissioning of museums, libraries and archives based on current standard of services with a further decision to be made by the cabinet member for contracts and assets on options for implementation’</i></p> <p>In practical terms this means the potential for an organisation other than Herefordshire Council delivering this service in the future. Under the current programme for this process, any new provider would not take on the delivery of the service until the summer of 2020.</p> <p><b>IT WAS RESOLVED</b> that Cllr Shaw be asked for further information at the December meeting of Council.</p>	
18/201	<p><b>Reports of Outside Bodies:</b></p>	
	<p>1) Chamber of Commerce – Cllr. James Not available.</p>	
	<p>2) Bromyard Grammar School Foundation - Cllr Cave No meeting</p>	
	<p>3) Bromyard Relief in Need - Cllr Cave Meeting held 31<sup>st</sup> October 2018. Grants made to 3 local people.</p>	
	<p>4) Market Towns Forum – Cllr Churchill No meeting</p>	
	<p>5) Public Hall Committee – Cllr. Churchill Cllr Churchill tasked with finding an architect to prepare plans to develop the outside paved area.</p>	
	<p>6) Bromyard Downs Common Association – Cllr. Churchill Had agreed to plant the Verdun Oak sapling. Are seeking further sources of funding.</p>	
	<p>7) HALC – Cllr Cave HALC meeting held but did not attend as paper copy of agenda not received. Did not attend HALC conference due to family commitments.</p>	
	<p>8) Festivals Association – Town Clerk read out 2019 Festivals and dates.</p>	
	<p>9) Kempson Players – Cllr Churchill Continue to raise funds and apply for grants. Thanks to Town Council for gifting land.</p>	
18/202	<p><b>To receive and note any correspondence received.</b> For information only LGA/NALC guide entitled “<b>One Community, A guide to effective partnership working between principal and local councils.</b>” Circulated by email. This document to be further reviewed after the May 2019 elections.</p> <p><b>Noted</b></p>	TC

18/203	<p><b>Date of Next Meeting</b></p> <p>The next meeting of the Council is scheduled to be held on Monday 17<sup>th</sup> December 2018.</p>	
18/204	<p><b>Part 2 Private and Confidential</b></p> <p><b>Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings Act 1960)</b></p> <p><b>IT WAS RESOLVED</b> that because of the confidential nature of the business to be transacted the public and the press leave the meeting during consideration of Health and Safety matters and Payroll matters.</p>	
18/195 3.2.2.	<p><b>Payroll</b></p> <p>Members were informed of the background to this issue.</p> <p><b>IT WAS RESOLVED</b></p> <ul style="list-style-type: none"> <li>• to approve the release of Earmarked Reserves ‘back pay’;</li> <li>• the money to be paid over a five month period within the 2018/19 financial year.</li> </ul>	
18/205	<p><b>Health and Safety</b></p> <p>Members discussed the General Risk Assessment prepared by Ellis Whittam and considered appropriate courses of action; a number of items listed had already been actioned. The Town Clerk along with councillors Smith and Franklin were scheduled to meet with Ellis Whittam on 12<sup>th</sup> December 2018, to discuss issues of concern.</p> <p><b>IT WAS RESOLVED</b> that a further report be made to Full Council on 17<sup>th</sup> December 2018.</p>	

The meeting closed at 9.30pm