

BROMYARD & WINSLOW TOWN COUNCIL



MINUTES
C19/ 64– C19/ 85

Minutes of the Full Council meeting held on
Monday 29th April, 2019
at 7.30pm in the Council Chamber, Council Offices, Bromyard.

PRESENT: Cllrs Page (Chairman), Andrews, Brunsdon, Cave, Churchill, Clark, Cooper, Dods, Dr Dunne-Thomas, Dr D Ferriday, Franklin, James, Pettitt (left the meeting at 20:35), Nevin.

In attendance: Karen Mitchell (Town Clerk)
Rose Raine (Admin Officer)
Kym Wild (Admin Officer)

Ward Member: Cllr A Seldon
Police: PCSO Jack Davies
3 Representatives of Bromyard Speed Festival
3 Members of the Public

Fire Procedure Read to the meeting

		Action
C19/64	Apologies: Cllr Johnson Cllr Smith Herefordshire County Council Ward Member Nigel Shaw.	
C19/65	Declarations of Interest and written requests for dispensation: The following non-pecuniary interests were declared relating to C19/69 Speed Festival, Cllrs Andrews, James, Nevin and Pettitt – owners of businesses in the town. Cllrs Clark and Page – Trustees of Totally Local Charity Cllr Churchill – Trustee of the Public Hall	

		Action
C19/66	<p>Chairman's Report</p> <p>Cllr Page addressed the meeting by first thanking retiring Councillors for their valuable contributions during their terms of office. Particular thanks were paid to Cllrs Cave and Johnson for their long service on the council. Additional thanks were directed to County Councillors Seldon and Shaw for their hard work and regular attendance at Town Council meetings.</p> <p>Cllr Page reported that following the uncontested elections on 2nd May 2019, the two vacancies in the west ward would be filled by co-option in due course.</p> <p>Staff Member Rose Raine was formally thanked for her service to the Town Council and presented with flowers and well wishes for her retirement.</p> <p>The new Staff Member Kym Wild (Administration Officer), was welcomed into her role.</p>	
C19/67	<p>Policing Matters</p> <p>PCSO Jack Davies introduced himself and relayed apologies from PC Meek.</p> <p>Weekend Evening Patrols</p> <p>PSCO Davies was asked if the Police presence could be increased on weekend evenings between midnight and 2pm along the main streets, with the purpose of discouraging antisocial behaviour. He explained the limitations on late night cover due to their shift hours, but would ask colleagues in the service to try and patrol the area.</p> <p>Scamming Phone Calls</p> <p>Various Councillors have recently received scamming phone calls attempting to acquire personal and financial data from the recipients. Cllr Andrews had posted warnings to the public via social media and asked if the Service could mount a communications campaign to remind the public to be alert to these calls.</p> <p>Speeding (Bromyard By-pass)</p> <p>Cllr Clark asked for the results of the recent police traffic speed survey in this area and whether the report could be made available to him.</p>	PCSO Davies
C19/68	<p>Public Question Time</p> <p>Road Repairs</p> <p>A member of the public informed the meeting that recent patching/repairs of the road surface along Broad Street were showing signs of lifting where the over-bonding to the existing surface was missing. The Town Clerk to contact Balfour Beatty to have the issue addressed promptly.</p>	TC
C19/69	<p>Bromyard Speed Festival</p> <p>Cllr Page gave a brief overview of his experience of the Festival on 7th April, noting that other dignitaries had commented that the Festival was a positive asset to a community.</p> <p>The Chairman invited feedback on the event from Councillors: The town square had been closed earlier than advertised (12.30pm instead of 3pm). Local traders had observed that this had had a negative impact on lunchtime trade. They were also concerned about the letting of pitches to traders from outside the environs of Bromyard and Winslow. Rowberry Street car park – It was reported that Speed Festival Marshalls had discouraged permit holders from parking in a reserved area next to the Old Vicarage</p>	

	<p>due to possible risk of vehicle damage. This raised questions over liability for any accidents and the legal position of not supplying a continuous service to permit holders. It was suggested that the matter be addressed for future years.</p> <p>Mr Clayton, Event Manager with Bromyard Speed Festival (BSF) thanked the Town Council for its continued support and gave a brief report on the 2019 event. Visitor numbers for the event were estimated at between 4-5 thousand. It was hoped to further expand the event in future with a rally on the Saturday.</p> <p>BSF acknowledged that there had been an issue with the early closing of the town square and car parking issues, which would be addressed for future events. Mr Clayton advised that BSF were mindful of 'keeping it local' and confirmed that of the 36 outlets serving food at the event, only 2 were from outside of Herefordshire.</p> <p>The Chairman thanked the representatives of the Speed Festival for attending and congratulated them on a successful event.</p>	TC
C19/70	<p>Healthcare</p> <p>Members had received a copy of the letter from Nunwell Surgery, in lieu of their sending a representative to address the meeting.</p> <p>A ranging discussion took place about current and future healthcare provision in the Council's area.</p> <p>IT WAS RESOLVED that an invitation be issued to the NHS Clinical Commissioning Group (Herefordshire) to attend a full meeting of the new council to discuss matters.</p>	TC

Councillor Pettitt left the meeting at this point. 8.34pm.

C19/71	<p>Town Clerk's Report</p> <p>The Town Clerk's report was presented to Council; the following matters were raised.</p> <p>Letter to be sent to Bishop's Garage Car re relocation of car wash signage.</p> <p>TC to request update on white lining in town square.</p> <p>Public Toilets refurbishment nearing completion. Town Mayor to officially open the facility.</p> <p>Committee Preferences</p> <p>Outstanding returns are to be lodged with the Town Clerk no later than Friday 3rd May, 2019.</p> <p>Members Election Expenses Returns</p> <p>These are to be completed within the deadline specified by the Electoral Commissioner.</p> <p>IT WAS AGREED that the Town Clerk's report be accepted.</p>	TC
C19/72	<p>Ward Councillor Reports:</p> <p>Cllr. Alan Seldon</p> <p>Presenting his report to Council, Cllr Seldon warned that NHS Clinical Commissioning Group are not bound to attend a Town Council meeting. Herefordshire's Core Strategy Review needs to happen as soon as possible to capture the communication issues intra/inter healthcare providers. He felt that pressure should continue for a forward planning healthcare programme in the area. Subject to the outcome of the 2nd May 2019 election, Cllr Seldon plans to call a Public Meeting regarding the withdrawal of services by the West Midlands</p>	

	<p>Ambulance Trust.</p> <p>He noted that the Bromyard Speed Festival was becoming a known event across the national circuit of motoring festivals and advised Bromyard Community Transport has secured a new contract for the provision of Schools transport.</p> <p>Cllr Nigel Shaw – absent, no report</p>	
C19/73	<p>Exclusion of members of the public and press</p> <p>IT WAS RESOLVED to exclude the press and public during discussion of item C19/85 as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted.</p>	
C19/74	<p>Minutes</p> <p>Referring to C19/49 PCSO Jack Davis was corrected to read Davies.</p> <p>IT WAS RESOLVED to receive, approve with the above correction, and sign the Minutes of the Meeting of Council held on Monday 25th March 2019 as an accurate record.</p> <p>The minutes were duly signed by the Chairman.</p>	
C19/75	<p>Committees and Working Parties</p> <p>1) Planning & Economic Development Committee</p> <p>IT WAS RESOLVED To receive and note the Minutes of the meeting held on 1st April, 2019.</p> <p>2) Finance & Properties Committee</p> <p>2.1 IT WAS RESOLVED To receive and note the Minutes of the meeting held on 8th April, 2019.</p> <p>2.2 Members considered the following Finance & Properties Committee recommendations:</p> <ul style="list-style-type: none"> i) F19/62 Payments by Direct Debit <ul style="list-style-type: none"> a) Herefordshire Council rates for office number 24, one payment of £73.63 followed by eleven at £77.00 b) Herefordshire Council rates for office 25, one payment of £92.63 followed by nine at £92.00 c) Herefordshire Council for Reserved car park area, one payment of £66.40 followed by two payments of £65.00 d) Herefordshire Council rates for Rowberry Street car park, one payment of £130.75 followed by nine payments of £129.00 e) Herefordshire Council rates for Tenbury Road Car Park, one at £273.68 followed by nine at £271.00 f) Public Works Loan Board – Loan repayments of two payments of £8987.89 and two payments of £8829.08 g) Waste Collection (green bins) for Complex – 4 equal payments of £149.50 h) Waste Collection (green bins) for Cemetery – 4 equal payments of £149.50 i) Talktalk – Broadband and telephone calls - monthly payments of under £35.00 + VAT j) Lloyds Bank – monthly payment of monthly bank charges <p>IT WAS RESOLVED to approve the above Finance & Properties Committee recommendations.</p>	

	<p>ii. F19/63 Payment of Salaries/Wages/PAYE/NIC and pensions. To authorise payment of Salaries, wages, PAYE/NIC and pensions, where applicable, to administration and maintenance staff, based upon existing contracts, in monthly amounts for the financial year 2019/2020.</p> <p>IT WAS RESOLVED to approve the above Finance & Properties Committee recommendation.</p> <p>iii. F19/71 Appointment of Internal Auditor: To appoint Mr Luke Keegan of Greendawn Accounting to conduct the 2019/20 Internal Audit of Accounts.</p> <p>IT WAS RESOLVED to approve the above Finance & Properties Committee recommendation.</p> <p>iv) F19/75 Tenbury Road Toilets Refurbishment To approve £1,250 +VAT for installation of a sink and hot water heater in the service area.</p> <p>IT WAS RESOLVED to approve the above Finance & Properties Committee recommendation.</p> <p>3) Staffing Committee IT WAS RESOLVED To receive and note the Minutes of the Staffing Committee meeting held on 15th April, 2019.</p>																						
C19/76	<p>Quarterly Financial Reports In line with Financial Regulations, members were asked to receive the final quarterly reports of 2018/19.</p> <ol style="list-style-type: none"> 1) Cash and Investment Reconciliation 2) Income and Expenditure Report by Account Code 3) Receipts and Payments Summary <p>Members were reminded that the above reports do not constitute Year-End reports.</p> <p>IT WAS RESOLVED to received the final quarterly reports as detailed.</p>																						
C19/77	<p>Accounts for Payment Members were asked to approve payment of the following invoices which were received after the Finance and Property Committee agenda had been distributed.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 20%;">Balfour Beatty</td> <td style="width: 50%;">Replacement of street lamp in closed churchyard.</td> <td style="width: 30%; text-align: right;">229.78 + VAT</td> </tr> <tr> <td>Living Places</td> <td></td> <td></td> </tr> <tr> <td>Wallgate Limited</td> <td>Liquid soap - public toilets</td> <td style="text-align: right;">59.66 + VAT</td> </tr> <tr> <td>Herefordshire Council</td> <td>Road surface repairs, town centre (Speed Festival)</td> <td style="text-align: right;">3,424.30 + VAT</td> </tr> <tr> <td>Npower</td> <td>Electricity – Parish lamps Jan-March</td> <td style="text-align: right;">269.83 + VAT</td> </tr> <tr> <td>Npower</td> <td>Electricity – Parish lamps sensors Jan-March</td> <td style="text-align: right;">64.19 + VAT</td> </tr> <tr> <td>A & E Fire & Security</td> <td>Fire alarm monitoring annual fee– Heritage Centre</td> <td style="text-align: right;">295 + VAT</td> </tr> </table>	Balfour Beatty	Replacement of street lamp in closed churchyard.	229.78 + VAT	Living Places			Wallgate Limited	Liquid soap - public toilets	59.66 + VAT	Herefordshire Council	Road surface repairs, town centre (Speed Festival)	3,424.30 + VAT	Npower	Electricity – Parish lamps Jan-March	269.83 + VAT	Npower	Electricity – Parish lamps sensors Jan-March	64.19 + VAT	A & E Fire & Security	Fire alarm monitoring annual fee– Heritage Centre	295 + VAT	
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	<p>A & E Fire & Security Fire alarm monitoring annual fee– Old Vicarage 295 + VAT</p> <p>IT WAS RESOLVED to approve all payments as listed with the exception of Herefordshire Council; Authority to release this payment to be delegated to the Town Clerk following assessment of the works being carried out to an acceptable standard.</p>	TC
C19/78	<p>Review of Insurance Cover (F19/70 refers) Members were advised that the Town Council insurance policy underwritten by Aviva falls due for renewal on 26th May 2019. WPS insurance brokers had carried out a tender exercise for their council scheme as a whole and after approaching 17 insurers have decided to transfer their scheme to Royal Sun Alliance this year due to increased cover limits and competitive rating. The Clerks had reviewed current arrangements and completed a proposal document to ensure renewal on the correct basis.</p> <p>IT WAS RESOLVED to enter into a 3 year agreement for insurance with WPS Ltd and approve the annual premium for 2019/20 in the sum of £5,624.91.</p>	
C19/79	<p>Code of Conduct</p> <p>Members were advised in this election year, all new councillors must complete a register of interests and deliver that to Herefordshire Council’s Monitoring Officer within 28 days of election to office. Councillors who are re-elected must notify the Monitoring Officer of any new or changed interests.</p> <p>The Localism Act will be amended to state that parish councils must adopt either the awaited LGA Code of Conduct or their principal authority Code with the necessary amendments. It is not yet known whether the new LGA Code will be available in May and it is therefore likely that HALC will advise its members to adopt the latest Herefordshire Council Code of Conduct at their Annual Meeting of the Parish Council in May.</p> <p>As no new information was available to the Council prior to the Full Council meeting, Members considered adopting the revised Herefordshire Council Code of Conduct.</p> <p>IT WAS RESOLVED to adopt the revised Herefordshire Council Code of Conduct.</p>	
C19/80	<p>Policies & Procedures</p> <p>Members were requested to review the following policy documents:</p> <ol style="list-style-type: none"> 1. Communications Protocol 2. Complaints Procedure 3. Risk Management Policy and Register <p>IT WAS RESOLVED to adopt items 1. and 2. and defer item 3 for review by the new council.</p>	
C19/81	<p>Events</p> <p>At the Full Council meeting held on 28th January 2019, the Council agreed to allocate funds for the following events:</p> <ul style="list-style-type: none"> • 75th Anniversary of D-Day and the Battle of Normandy (6th June 2019) sum allocated £400 (Minute C19/15 and C19/58 refers) • Armed Forces Day, (29th June, 2019) sum allocated £150 (Minutes C19/16 and C19/58 refers) 	

	<p>1. Following on from the successful event in 2018, the RBL Bromyard branch had produced a plan to commemorate the 75th anniversary of D-Day with a poppy installation on the by-pass. Members were requested to approve expenditure for materials in the sum of £207. IT WAS RESOLVED to approve the expenditure of £207.00</p> <p>2. Armed Forces Week – Flag Raising Ceremonies will be held on Monday 24th June, 2019</p> <ul style="list-style-type: none"> • 9am at the Heritage Centre (Town Council) • 9.15am at the RBL Memorial Garden (Bromyard RBL) • 11am Hereford High Town (Town Mayor and Mayoress to represent Bromyard and Winslow) <p>Noted</p>	
C19/82	Reports of Outside Bodies:	
	<p>1) Chamber of Commerce – Cllr. James Meeting went ahead and discussed the Bromyard Festival of Speed.</p> <p>2) Bromyard Grammar School Foundation - Cllr Cave Meeting did not take place</p> <p>3) Bromyard Relief in Need - Cllr Cave Meeting did not take place</p> <p>4) Market Towns Forum – Cllrs Brunsdon & Churchill IT WAS AGREED that, as this outside body was unlikely to meet again, this report would be removed.</p> <p>5) Public Hall Committee – Cllr. Churchill Meeting went ahead and discussed the extension plans and the opportunity presented to receive pre-planning advice due to location within the Conservation Area.</p> <p>6) Bromyard Downs Common Association – Cllr. Churchill Cllr Churchill was unable to attend</p> <p>7) HALC – Cllr Cave No meeting invite received. The Clerk was asked to re-affirm with HALC that arrangements for postal invites were continuing.</p> <p>8) Festivals Association – Cllr. Helen Pettitt No report – Cllr Pettitt had left the Council meeting.</p> <p>9) Kempson Players – Cllr Brunsdon Cllr Brunsdon was unable to attend.</p> <p>“Substitutes” policy/rota be discussed at a future meeting.</p>	
C19/83	Correspondence Conquest Theatre (via email), confirming that they are now ready to proceed with the purchase of the section of the Tenbury Road car park.	
C19/84	Date of Next Meeting The Annual Meeting of Bromyard and Winslow Town Council to be held on Monday 13 th May 2019.	
	In view of the confidential nature of the business to be transacted, the press and public were excluded during consideration of the following items Item C19/73 refers.	

C19/85	Staffing Matters The Town Clerk gave an update on actions taken since the last meeting. Noted.	
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Cllr Ferriday, (standing down at 2nd May 2019 Election), thanked his colleagues for their team work during his time as a Councillor. He also thanked the Town Council staff for their support in enabling Councillors to function within their role.

His comments were endorsed by Cllr Dods who was also standing down at the same Election.

The meeting closed at 21:20