

BROMYARD & WINSLOW TOWN COUNCIL

MINUTES
C19/110 – 19/126



Minutes of the Full Council meeting held on
Monday 24th June, 2019
at 7.30pm in the Council Chamber, Council Offices, Bromyard.

PRESENT: Cllrs Page (Chairman), Brunsdon (Vice Chair), Aldridge, Churchill, Clark, Cooper, Franklin, James, Martin, Lester, Pettitt, A Seldon, M Seldon.

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

Public: Town Crier, Mr Peder Neilsen

		Action
C19/110	<p>Apologies: Cllrs Andrews (holiday) and Davies (holiday). An apology was also received from Ward Member Cllr Nigel Shaw who was unable to attend the meeting.</p>	
C19/111	<p>Declarations of Interest and written requests for dispensation No Declarations of interest were made and no requests for a written dispensation had been received.</p>	
C19/112	<p>Chairman’s Report The Chairman gave his verbal report to Council.</p> <ul style="list-style-type: none"> • The Town Crier Mr. Peder Nielsen was congratulated for his recent competition success, particularly in being awarded the Ancient and Honorable Guild of Town Criers highest award, that of “2019 Guild Champion.” The Mayor’s Officer was able to show Councillors his trophy and received a round of applause in acknowledgement of all his achievements. • Councillors reminded of the need to keep matters discussed in private session, strictly confidential. • Email correspondence between Members and employees should not normally be copied to other councillors or released to any other party, except Chair/Vice-chair when pertaining to committee matters. • Councillors reminded to make an appointment to see staff so that employees could better manage their workflow. • Reported on meeting with Bovis Homes regarding s106 agreement and amendments to plans for Hardwick Bank development. Discussions included the need for an identified road crossing at High Street/Cruxwell Street and contribution to Kempson Players Recreation Ground. 	

	<ul style="list-style-type: none"> • Victory in Europe (VE) Day celebrations in 2020 being facilitated by a one-off move of the usual Spring Bank Holiday Monday, to Friday 8th May in 2020. An information working group will be set up to enable Bromyard and Winslow celebrations to be planned. • Extraordinary Meeting scheduled for 25th June 2019 to consider applications for co-option to fill two vacancies on west ward. Clerk to advise on voting procedure for filling vacancies. [Local Government Act 1972]. 	
C19/113	Policing Matters PC John Meek was not in attendance. Cllr Clark advised that he had nothing to report.	
C19/114	Public Question Time The member of the public declined the opportunity to speak. <i>The member of the Public left at 7.50pm</i>	
C19/115	Town Clerk's Report The report was reviewed. No questions were raised. In addition: <ul style="list-style-type: none"> • Councillors were presented with the option of "opting out" of receiving printed meeting paper packs as a way of both reducing overheads and facilitating more ecologically sound council operations. An "opt-out" form was provided for Councillors wishing to exercise this decision. • The Clerk advised that Bredonbury & District Parish Council would be happy to welcome a Councilor from the Town Council to their next Neighbourhood Plan relating meeting, scheduled for early June (details available from The Town Clerk), should anyone wish to attend. • HC confirmed that an order for the works to implement the 30mph speed limit on the Tenbury Road had now been raised. 	
C19/116	Ward Members Reports Cllr A Seldon <ul style="list-style-type: none"> • S106 Funds, (Porthouse Farm) paid over by Developer to Herefordshire Council. • 7.5 tonne weight restriction notices (various areas) on display in the relevant areas in Bromyard, starting the consultation process. • Meeting had been held with the Community First Responders regarding the Ambulance service in the area. The NHS Representative had not been able to give informed responses to some of the questions raised. • New administration at HC taking shape; would like to see Market Towns added as an area of responsibility under a cabinet member portfolio. The Chairman congratulated Cllr Seldon on his appointment as Chairman of the Licensing Committee and also on becoming Vice-chair of the Planning Committee.	
C19/117	Exclusion of members of the public and press Due to the confidential nature of items C19/119 2.2 ii), C19/119 2.4 iii) and C19/126, IT WAS RESOLVED to debate these matters in confidential session.	
C19/118	Minutes IT WAS RESOLVED to receive, approve and sign the Minutes of the Meeting of the Annual meeting of Council held on Monday 13 th May 2019 as an accurate record. IT WAS RESOLVED to receive, approve and sign the Minutes of the re-convened meeting held on Monday 20 th May 2019 as an accurate record.	

<p>C19/119</p>	<p>Committees and Working Parties</p> <p>1. Planning & Economic Development Committee. IT WAS RESOLVED to receive and note the Minutes of the Meeting held on 21st May, 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 28th May, 2019.</p> <p>2.2 Members considered the following Committee recommendations:</p> <p>i) Ref F19/86 – Budget 2019/20 (revised). IT WAS RESOLVED to approve the revised budget as presented.</p> <p>ii) Ref F19/89 moved into Private session (C19/117refers)</p> <p>2.3 IT WAS RESOLVED to receive and note the Minutes of the meeting held on 10th June, 2019.</p> <p>2.4 Members considered the following Committee recommendations:</p> <p>i) Ref F19/101 Risk Management. Cllr Franklin spoke to this item for Cllrs understanding. IT WAS RESOLVED to approve and adopt the amended Risk Management Policy and matrix as presented.</p> <p>ii) Ref F19/102 – Health & Safety. IT WAS RESOLVED to appoint Cllrs Cooper, Dunne-Thomas and M Seldon to serve on a Health & Safety Working Group. Cllr Seldon to lead.</p> <p>iii) Ref F19/106 – Churchyard Walls moved into Private session (C19/117 refers).</p> <p>iv) Ref F19/107 – Terms of Reference. IT WAS RESOLVED to approve the Terms of Reference for the Finance & Properties Committee.</p> <p>3. Burial Committee IT WAS RESOLVED to receive and note the Minutes of the meeting held on 17th June, 2019.</p> <p>4. Traffic Management Working Party</p> <p>4.1 IT WAS RESOLVED to receive and note the Minutes of the meeting held on 6th June 2019.</p> <p>4.2 Ref TM19/4 – Petition (Kirkham Gardens) A petition from residents of Kirkham Gardens had been handed in to the Town Clerk. Cllr Clark spoke to this item. IT WAS RESOLVED to send a letter to Herefordshire Council in support of the installation of parking restrictions in Kirkham Gardens.</p>	<p>TC</p>
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<p>C19/120</p>	<p>Accounts for Payment</p> <p>1. Members reviewed the following invoices received after the Finance and Property Committee Agenda had been distributed.</p> <table border="0"> <tr> <td>W J Fenn Electrical Services Ltd.</td> <td>Supply and installation of new lighting in Old Vicarage.</td> <td>8,346.50 + VAT</td> </tr> <tr> <td>Allcoopers Ltd</td> <td>Fire Alarm maintenance</td> <td>65.50 + VAT</td> </tr> </table> <p>IT WAS RESOLVED to approve the above payments</p> <p>2. Council noted the following payments, made to meet 30 day payment terms. (Minute F19/82 refers)</p> <table border="0"> <tr> <td>Ventrolla, Old Vicarage sash window repairs</td> <td>£6,261.42 + VAT</td> </tr> <tr> <td>Wallgate Ltd, Public Toilets hardware supplies</td> <td>£7,596.60 + VAT</td> </tr> <tr> <td>WPC Insurance Services, Insurance – Council Guard</td> <td>£5,624.91 + VAT</td> </tr> </table>	W J Fenn Electrical Services Ltd.	Supply and installation of new lighting in Old Vicarage.	8,346.50 + VAT	Allcoopers Ltd	Fire Alarm maintenance	65.50 + VAT	Ventrolla, Old Vicarage sash window repairs	£6,261.42 + VAT	Wallgate Ltd, Public Toilets hardware supplies	£7,596.60 + VAT	WPC Insurance Services, Insurance – Council Guard	£5,624.91 + VAT	<p>TC</p>
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<p>C19/121</p>	<p>Internal Audit</p> <p>1. Adoption of the interim internal auditor’s report for 2018/19 as reviewed by the Finance & Properties Committee meeting held on 28th May 2019 (Minute Ref F19/85).</p> <p>This matter was discussed at length.</p> <p>IT WAS RESOLVED to adopt the interim internal auditors report as presented.</p> <p>2. To consider and approve the final internal audit report for the year ended 31st March 2019 (Deferred from Finance and Properties Committee meeting 10th June, 2019) (Minute Ref F19/108, 1).</p> <p>IT WAS RESOLVED to adopt the internal audit report for the year ended 31st March 2019.</p> <p>Cllr A Seldon requested that Council’s instructions to Internal Auditors for the financial year 2020/21 be reviewed at the next Finance & Planning meeting.</p>													
<p>C19/122</p>	<p>Annual Governance and Accountability Return 2018/19 (AGAR)</p> <p>1. Section 1 – Annual Governance Statement 2018/19.</p> <p>Members considered the Annual Governance and Accountability Return 2018/19 (AGAR): <i>Previously circulated</i>.</p> <p>The Clerk referred Councillors to the internal guidance notes to assist in understanding the intent and implications behind the Annual Governance Statement.</p> <p>Members answered Yes to assertions 1-8 and n/a to assertion 9 of section 1.</p> <p>IT WAS RESOLVED to approve Section 1 – Annual Governance Statement 2018/19.</p> <p>The papers were completed by the Clerk and countersigned by the Chairman.</p> <p>2. Section 2 – Accounting Statements 2018/19.</p> <p>IT WAS RESOLVED to approve Section 2 – Accounting Statements 2018/19</p> <p>The paper was countersigned by the Chairman.</p> <p>3. IT WAS RESOLVED that the dates for the period of the exercise of public rights would be 26th June to 6th August inclusive.</p> <p>4. It was noted that publication of the AGAR must take place by 30th September 2019 to comply with the statutory requirement.</p>													

C19/123	Reports of Outside Bodies	
	<ol style="list-style-type: none"> 1. Bromyard and District Chamber of Commerce and Industry – Cllr Smith Cllr Smith reported that the recent meeting was interesting and that the next meeting, being open to all, would be looking at Tourism. 3rd June 2019 7.30pm at The Falcon Hotel 2. Bromyard Grammar School Foundation (BGSF) – Cllr Martin Cllr Martin reported that the BGSF had met to scrutinise the accounts and would meet again later in the year. 3. Bromyard Relief In Need – Cllr Churchill Cllr Churchill reported that no meeting had been called. 4. Public Hall Committee – Cllr Churchill Cllr Churchill reported that the AGM had been held on 10th June and that all committee posts were filled and included a representative from the Girl Guides. 5. Bromyard Downs Common Association – Cllr Clark Cllr Clark reported that he had been unable to attend. 6. HALC Executive – Cllr Churchill Cllr Churchill reported that the scheduled meeting had been cancelled and that she was now awaiting a rescheduled date. 7. Festivals Association – Cllr Pettitt Cllr Pettitt reported that no meetings had been held. 8. Kempson Players – Cllr Martin Cllr Martin reported on her attendance at the recent meeting, observing challenges the committee face with creating and delivering a strategic plan for the long term sustainability of their endeavours, noting the efforts of the Treasurer to guide the membership towards this goal. Discussion took place in Chamber. The Clerk advised that the land transfer was already agreed by Council and was proceeding. An extraordinary meeting to look at this matter could be convened with the solicitor who would be representing the Council in the transfer. Discussion continued in Council. Cllr Lester moved for a point of order on the matter of placing onto the next agenda an item instructing the Clerk to arrange an extraordinary meeting regarding Kempson Players, the land transfer and to involve the solicitor who would be representing the Council in the transfer. 	
C19/124	To receive and note any correspondence received (for information only)	
	<ul style="list-style-type: none"> • Letter from Police and Crime Commissioner, John Campion. 2019 Town and Parish Council Survey with request for a collective response. The Clerk was asked to bring the questions to a future meeting for a response to be put together. • An invitation has been received from Queen Elizabeth High School for all Town Councillors to attend an Awards Celebration Evening on Wednesday 26th June at 7.00pm. (Refreshments from 6.30pm) 	

	<ul style="list-style-type: none"> Members are invited to the official launch of the Herefordshire Cultural Strategy 2019-2029 at The Courtyard Centre for the Arts, Hereford, at 11.30am on Thursday 4th July, 2019. https://mailchi.mp/a3839cb89e19/herefordshireculturalstrategy Mr Bill Gibbard had contacted the Council to thank them for his past Mayoral badge. The Falcon Hotel had thanked the Council for agreeing use of the Tenbury Road car park for assembly of floats for the Bromyard Gala. 	
C19/125	<p>An extraordinary Full Council meeting to be held on 25th June 2019.</p> <p>Date of the next scheduled meeting was confirmed as Monday 22nd July 2019.</p>	
Council moved to confidential session to discuss items C19/119 2.2 ii), C19/119 2.2 iii) and C19/126 – as per item C19/117		
C19/119 continued	<p>2.2 ii) Ref F19/89 Conquest Theatre Land Acquisition</p> <p>The Clerk gave a briefing.</p> <p>The Clerk was instructed to check the Minutes to establish which party was paying the Council's legal costs.</p> <p><i>Cllr Brunsdon declared an interest at this point and refrained from the vote by abstention.</i></p> <p>IT WAS RESOLVED that Lanyon Bowdler be instructed to act upon the Council's behalf in this matter.</p> <p>2.2 iii) Ref F19/106 – Churchyard Walls</p> <p>Members considered the Finance and Properties Committee recommendation to approve the revised quotation from the Council's preferred contractor, Stone Lime Oak Works for commencement of works to sections C & D at a cost of £4,386.72 plus stone and lime mortar as required.</p> <p>IT WAS RESOLVED that Stone Lime Oak Works be instructed to undertake the remedial works as specified.</p>	<p>TC</p> <p>DTC</p>
C19/126	<p>Risk Management</p> <p>F19/101 Cash In Transit Referred to Full Council by the Finance and Properties Committee.</p> <p>This matter was discussed in Chamber.</p> <p>The Clerk took instruction. The insurers were to be approached to ascertain coverage availability for named person(s).</p>	TC

The meeting closed at 9:07pm