

BROMYARD & WINSLOW TOWN COUNCIL



MINUTES
C20/001– C20/21

Minutes of the Full Council meeting held on
Monday 27th January 2020
at 7.00pm in the Council Chamber, Council Offices, Bromyard.

Members Present: Cllrs Page (Chairman), F Clark, G Collins, J Cooper, C Davies, Dr D Dunne-Thomas, M Franklin, D James, C Martin, D Masters, L Law and A Weaver

Officers Present: Karen Mitchell (Town Clerk)
Kym Wild (Deputy Town Clerk)

In attendance: Cllr Alan Seldon
Cllr Nigel Shaw
3 members of the public

The Fire and Filming and Recording of Council Meetings procedures were read to all present

		Action
C20/01	Apologies Cllrs Aldridge, Brunson, Churchill, Lester	
C20/02	Declarations of Interest and written requests for dispensation No written requests for a dispensation had been received.	
C20/03	Policing Matters PC Alice Bennett introduced herself and outlined successes and challenges within policing the Bromyard and Winslow area. She reminded all present that information can be shared with West Mercia Police confidentially. A question and response session followed covering items such as a higher police visibility, more attention to speed limit enforcement and concerns being expressed about actions to deter drug taking. The Police and Crime Commissioner, Mr John Campion would be holding a 'drop-in' community engagement event on 31 st January 2020 in Bromyard Public Hall, between 14:00-15:30.	
C20/04	Public Question Time No one expressed a wish to speak.	
C20/05	Chairman's Report The Chairman gave his verbal report to the meeting, covering his attendance at the Mayors Meeting, his fund raising and the restarting of the Market Towns Forum from March 2020.	

		Action
C20/06	<p>Town Clerk's Report</p> <p>The Town Clerk's report had been circulated to members by email. NOTED.</p>	
C20/07	<p>Ward Members Reports</p> <p>Cllr Seldon reported on activities at county level.</p> <ul style="list-style-type: none"> • Proposed rise of 3.9% in Council Tax to be considered by Council on 14th February along with the County Plan. • Cllr Seldon responded to questions about the bypass scoping document and representation for Market Town interests. • No 77 Old Road will be subject to a S215 order (Town and County Planning Act 1990) if not tidied up by March. <p>Cllr Shaw reported on activities at county level</p> <ul style="list-style-type: none"> • Works to Station Road have started. • Old Library, Bromyard S215 Order (Town and County Planning Act 1990), Herefordshire Council Planning have been reminded about this matter. • The resurfacing of Church St. to be considered. • Recommendation for Hereford By-pass and southern link road to be tabled at LEP. • HC draft Budget now published. 	
C20/08	<p>Exclusion of members of the public and press</p> <p>IT WAS RESOLVED that due to the confidential nature of the business to be transacted the agenda item C20/21 Legal advice would be considered in closed session at the end of the meeting.</p>	
20:05 Ward Members Cllrs Seldon and Shaw, Police Officer Bennett left the meeting.		
C20/09	<p>Minutes</p> <p>IT WAS RESOLVED to receive and approve the Minutes of the Full Council meeting held on Monday 16th December, 2019 as a correct record. The Minutes were duly signed by the meeting Chairman.</p>	
C20/010	<p>Committees and Working Parties</p> <p>1) Planning & Economic Development Committee The Minutes of the meeting held on Monday 6th January, 2020 were received and noted.</p> <p>2) Finance & Properties Committee</p> <p>2.1 The Minutes of the meeting held on Monday 13th January, 2020 were received and noted.</p> <p>2.2 Members considered the following recommendations from the Finance & Properties Committee meeting held on Monday 13th January, 2020.</p> <p>i) F20/07 – To approve an extension to the Grounds Maintenance contract for a further two years to 31st March 2022. IT WAS RESOLVED to approve item 2.2 i).</p> <p>3) Burial Committee The Minutes of the meeting held on Monday 20th January, 2020 were received and noted.</p>	

		Action
<p>C20/010 (Cont'd)</p>	<p>4) Staffing Committee The Minutes of the meeting held on Wednesday 22nd January, 2020 were received and noted.</p> <p>5) Traffic Management Working Party 5.1 The Minutes of the meeting held on 12th December, 2019 were received and noted.</p> <p>5.2 Members considered the following recommendations from the Traffic Management Working Party:</p> <p>i) TM19/30 – TRO – HGV 7.5 Tonne Weight Restriction.</p> <p>a) IT WAS RESOLVED to approve sending a letter to all businesses on the town’s industrial estates informing them of the date when the restrictions will come in to force.</p> <p>b) IT WAS RESOLVED to post information on the town’s notice boards.</p> <p>ii) TM19/32 – Tenbury Road/Cruxwell Street – Pedestrian Crossing It was noted that a meeting had taken place with the Manager of the Co-Op and BBLP to discuss the matter.</p> <p>iii) TM19/34 – Frog Lane – Traffic IT WAS RESOLVED that residents of Frog Lane be invited to a meeting to voice their concerns to members of the working party.</p> <p>iv) TM19/39 – Speed Checks</p> <p>a) That the Safer Roads Partnership and Community Speed Watch be contacted to discuss issues and investigate setting up a Community Speed Watch scheme in the town.</p> <p>b) To ask the Police to carry out more regular mobile police checks.</p> <p>c) To issue a formal invitation to the Police and Crime Commissioner John Campion to attend a Full Council meeting.</p> <p>IT WAS RESOLVED to approve items 5.2 i) through 5.2 iv) b) inclusive.</p> <p>IT WAS FURTHER RESOLVED that in light of the impending session with West Mercia Police and Crime Commissioner John Campion (31st January, 2020), item 5.2 iv) c) should be treated as withdrawn.</p> <p>5.3 The Minutes of the meeting held on 14th January, 2020 were received and noted.</p> <p>6. VE Day 75 Working Party Members discussed responsibilities for delivery of the VE Day 75 commemorations over the weekend of 8-10 May 2020.</p> <p>IT WAS RESOLVED that the Chairman and Town Clerk approach local organisations (Royal British Legion, the Festivals Association) and other volunteers to seek assistance with organisation and delivery of the event.</p>	

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C20/11	<p>Quarterly Financial Reports</p> <p>1) Cash and Investment Report 2) Income and Expenditure Report by Account Code 3) Receipts and Payments Summary Report</p> <p>IT WAS RESOLVED to receive the above reports.</p>																															
C20/012	<p>Accounts for Scrutiny</p> <p>Members reviewed the following invoices which were received after the Finance and Properties Committee Agenda had been distributed.</p> <table border="1"> <thead> <tr> <th>Company Name</th> <th>Description</th> <th>Net</th> <th>VAT</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Rocrest Ltd</td> <td>Emergency Repairs to public toilets</td> <td>552.00</td> <td>110.40</td> <td>662.40</td> </tr> <tr> <td>Rocrest Ltd</td> <td>Emergency Repairs to public toilets</td> <td>120.00</td> <td>24.00</td> <td>144.00</td> </tr> <tr> <td>W J Fenn Electrical Services Ltd</td> <td>Electrical works – Old Vicarage</td> <td>1950.00</td> <td>390.00</td> <td>2340.00</td> </tr> <tr> <td>Corporate Services Ltd</td> <td>Supply and commissioning of new car park ticket machines</td> <td>4820.00</td> <td>964.00</td> <td>5784.00</td> </tr> <tr> <td>Metric</td> <td>Ticket machine maintenance</td> <td>232.32</td> <td>46.46</td> <td>278.78</td> </tr> </tbody> </table> <p>IT WAS RESOLVED that all invoices be passed for payment.</p>	Company Name	Description	Net	VAT	Total	Rocrest Ltd	Emergency Repairs to public toilets	552.00	110.40	662.40	Rocrest Ltd	Emergency Repairs to public toilets	120.00	24.00	144.00	W J Fenn Electrical Services Ltd	Electrical works – Old Vicarage	1950.00	390.00	2340.00	Corporate Services Ltd	Supply and commissioning of new car park ticket machines	4820.00	964.00	5784.00	Metric	Ticket machine maintenance	232.32	46.46	278.78	
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C20/13	<p>Working Parties</p> <p>1) To set up an Environmental Working Party (Ref C19/133)</p> <p>IT WAS RESOLVED to set up an Environmental Working Party and the members for the first meeting would be Cllrs Martin, Franklin and Collins, with Cllr Martin taking the lead role. It was noted that the working party would not be serviced by staff due to the existing workload pressures.</p> <p>2) To consider setting up a Community Resilience Working Party to prepare a draft plan for Bromyard and Winslow.</p> <p>IT WAS RESOLVED that Cllrs Churchill and Clark together with the Town Clerk complete the Community Resilience Plan and that the draft be considered at a future meeting.</p>																															
C20/14	<p>Tree Planting at Broadbridge</p> <p>Cllr Martin presented a proposal for a Community Tree Planting and Community Green Space project to be carried out at Broadbridge, copies having been circulated to members.</p> <p>In light of the short time frame for spring planting it was RESOLVED to delegate authority to the Town Clerk, in consultation with the Finance & Properties Committee Chair and Vice Chair to approve expenditure for all phases of planting.</p>																															

C20/15	<p>Herefordshire Council– Public Green Spaces Community Grant Scheme 2019/20</p> <p>Members discussed applying for additional funds available through the above grant scheme to maintain a number of areas within the Parish which are currently maintained by Balfour Beatty Living Places.</p> <p>Following discussion, IT WAS RESOLVED to prepare a grant application for consideration. Authority was delegated into the Finance & Properties Committee to progress this matter.</p>	
C20/16	<p>Events</p> <p>Members considered a letter from Mr Peder Nielsen, Direct of the Ancient and Honourable Guild of Town Criers regarding hosting of the 2022 Guild Championship.</p> <p>IT WAS RESOLVED that Mr Nielsen be advised to submit a grant application to the Town Council for funding for the event.</p>	
C20/17	<p>Meeting Start Times</p> <p>IT WAS RESOLVED to move the start time of meetings to 7pm as a permanent measure.</p>	
C20/18	<p>Reports of Outside Bodies</p> <p>Members received the following written reports from Councillors who had attended meetings of the following outside bodies.</p> <ol style="list-style-type: none"> 1. Bromyard and District Chamber of Commerce and Industry – Cllr James reported that no meeting had taken place. 2. Bromyard Grammar School Foundation – Cllr Martin reported that no meeting had taken place. 3. Bromyard Relief in Need – Cllr Churchill (absent) 4. Public Hall Committee – Cllr Churchill (absent) 5. Bromyard Downs Common Association – Cllr Franklin reported that no meeting had taken place. 6. HALC Executive – Cllr Churchill (absent) 7. Festivals Association – Cllr Brunsdon had reported that no meeting had taken place. 8. Kempson Players – Cllr Martin had reported that she was unable to attend. 	
<p>20:59 IT WAS RESOLVED to suspend Standing Orders for 10 minutes at 21:00 to allow the meeting to continue.</p>		
C20/19	<p>Correspondence</p> <ul style="list-style-type: none"> • RBL had given their thanks for the contribution to the Poppy Appeal • McMillan Cancer Support Bus had requested permission to park in the Council’s Tenbury Road Car Park (in a coach space) on Tuesday 16th June 2020 to carry out promotion of its charity and services to the general public <p>Noted.</p>	
C20/20	<p>Date of Next Meeting</p> <p>The next meeting of the Bromyard and Winslow Town Council was confirmed as 24th February 2020 at 7pm</p>	

<i>21:00 All members of the public left the meeting ahead of Item C20/21</i>		
	<i>As per the resolution made under C20/08 Council moved into private session at 21:01</i>	
C20/21	<p>Legal advice Members discussed written legal advice received from Lanyon Bowdler and reviewed the suggested options available.</p> <p>IT WAS RESOLVED to follow the advice received and that the matter be reported to the Monitoring Officer at Herefordshire Council.</p>	

The meeting closed at 21:10