

BROMYARD & WINSLOW TOWN COUNCIL



MINUTES
C20/22– C20/41

Minutes of the Full Council meeting held on

Monday 24th February 2020

at 7.00pm in the Council Chamber, Council Offices, Bromyard.

Members Present: Cllrs R Page (Chairman), S Brunsdon, F Clark, G Churchill, G Collins, J Cooper, C Davies, M Franklin, D James, C Martin, L Law and J Lester

Officers Present: Karen Mitchell (Town Clerk)
Julie Crandon (Administration Officer)

In attendance: Cllr Nigel Shaw (Ward Member Bromyard Bringsty)
Gemma Johnson (Herefordshire Community Hub Project Manager)
3 members of the public

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

C20/22 APOLOGIES

Cllrs Dr D Dunne-Thomas, D Masters and A Weaver.
Cllr Seldon (Ward Member Bromyard West) sent his apologies for absence (Item C20/29 refers).

C20/23 DECLARATIONS OF INTEREST AND WRITTEN REQUESTS FOR DISPENSATION

None.

C20/24 POLICING MATTERS

Apologies had been received from Police Officer Bennett.

C20/25 PUBLIC QUESTION TIME

No one expressed a wish to speak.

C20/26 GUEST SPEAKER

Members received a presentation from Gemma Johnson, Project Manager for the Herefordshire Talk Community Hub programme. A question and answer session followed, and suggestions were put forward for further networking opportunities within Bromyard for Ms Johnson to follow up. The Chairman thanked Ms Johnson for her time.

19:23 Ms Johnson and members of the public left the meeting at this point.

C20/27 CHAIRMAN'S REPORT

The Chairman gave his verbal report to the meeting, covering the following subjects:

- Herefordshire Mayors' meeting held on Monday 27th January, 2020.

- The resignation of Cllr Aldridge had been received. The Town Clerk had written to thank her for her valuable service.
- General terms of reference for Working Groups would be drawn up for consideration before the next municipal year.
- The Chairman reported briefly on a Code of Conduct complaint against him but due to confidentiality, was unable to disclose the detail. Members to be informed of the outcome in due course.
- A fundraising event 'Bangers and Mash' would be held on 7th March in the Public Hall to raise funds for Kempson Players. Cllr Davies to circulate details to members.
- Members received the following papers, which were noted.
Notes from the Herefordshire Mayors' meeting held on Monday 26 November, 2019.
Market Towns Forum discussion points and Terms of Reference.

C20/28 TOWN CLERK'S REPORT

The Town Clerk's report was circulated to members. **NOTED.**

C20/29 WARD MEMBERS REPORT

Cllr Shaw reported on activities at county level, including:

- Flooding and road subsidence had affected many parts of the county.
- 3 drainage schemes were in the plan for Sherford Street, Tenbury Road and Station Road.
- A44/A46 and Bishops Garage to be resurfaced.
- The council's budget meeting had approved £2m for U&C roads.
- The Herefordshire rate rise will be 2.9%.
- The phosphate issues continues with a lot of work needed before the ban on building is lifted.
- Resurfacing of Tenbury Road by the rugby club to take place shortly.

Cllr Shaw was thanked for his attendance.

20:05 Ward Member Cllr Shaw, left the meeting at this point.

C20/30 EXCLUSION OF MEMBERS OF THE PUBLIC AND PRESS

IT WAS RESOLVED that due to the confidential nature of the business to be transacted the agenda item C20/41 would be considered in closed session at the end of the meeting.

C20/31 MINUTES

IT WAS RESOLVED to receive and approve the Minutes of the Full Council meeting held on Monday 27th January 2020 as a correct record. The Minutes were duly signed by the Chairman.

C20/32 COMMITTEES AND WORKING PARTIES

1) Planning & Economic Development Committee

The Minutes of the meeting held on Monday 3rd February, 2020 were received and noted.

2) Finance & Properties Committee

2.1 The Minutes of the meeting held on Monday 10th February, 2020 were received and noted.

2.2 Members considered the following recommendations from the Finance & Properties Committee meeting held on Monday 13th January, 2020.

i) F20/21 Subscriptions

IT WAS RESOLVED to renew the annual membership to HALC for the period 01/04/2020 – 31/03/2021, in the sum of £1,763.26 + VAT.

- ii) F20/22 Banking
IT WAS RESOLVED that the existing bank signatories be authorised to register for online banking in order to approve transactions on the Council’s accounts, in accordance with Financial Regulations.

IT WAS RESOLVED that an application be made for a Debit Card for the Council’s current account; use to be restricted to the Clerk/RFO, in accordance with Financial Regulations.
- iii) F20/23 Financial Regulations
IT WAS RESOLVED that the revised Financial Regulations be adopted.

C20/33 ACCOUNTS FOR SCRUTINY

Members reviewed the following invoices which were received after the Finance and Properties Committee Agenda had been distributed.

Company Name	Description	Net	VAT	Total
Discreet Security Solutions	Door code lock (ground floor)	155.00	31.00	186.00
Discreet Security Solutions	Autodialler panic system TCO	140.00	28.00	168.00
Allcoopers Ltd	Call out - fault on fire alarm (Old Vic.)	87.00	17.40	104.40
Freeman Bookkeeping & Accounts Ltd	Payroll Oct-Jan	120.00	0.00	120.00
Adrian Hope Tree Services	Tree works - Closed Churchyard	795.00	159.00	954.00
R Wilks	Grounds Maintenance January 20	1126.30	225.26	1351.56

IT WAS RESOLVED that all invoices be passed for payment.

C20/34 CO-OPTION

Local Government Act 1972 s 87 (1)

The Town Clerk reported that Herefordshire Council has advised that, as there has been no request for an election, the Town Council may now co-opt members to fill the two vacancies on the East (1) and West (1) wards.

Members considered arrangements for the co-option.

IT WAS RESOLVED to:

- advertise both vacancies immediately, and that applications be considered at the March Full Council meeting.
- that potential co-optees be advised of the time commitment required of them to perform the role.

C20/35 IT STRATEGY

Members thanked Cllr Collins for preparing a thought piece on ‘The Requirement to Develop an ICT Strategy 2020-2025 to Improve the Effectiveness, Efficiency and Security of the Council’s Operation and Digital Presence’.

In considering the document, two corrections were noted:

- Point 2.1 – should read Herefordshire County Council
- Point 2.1 should read “five main”

Subject to the above amendments, **IT WAS RESOLVED** to approve the recommendations contained within the draft document.

C20/36 'WE DON'T BUY CRIME' INITIATIVE

Members received a letter and information from the Police & Crime Commissioner (PCC) on the 'We Don't Buy Crime' Initiative.

Following consideration of the proposal **IT WAS RESOLVED** not to sign up to the initiative.

C20/37 HEREFORDSHIRE COUNCIL CONSULTATIONS

1. Notice Of Proposal Herefordshire Council (New Road & High Street, Bromyard) (Prohibition Of Loading Or Unloading At Any Time) Order 2020

Members noted the Formal Consultation Process for the proposed parking and loading restrictions at New Road/High Street Junction, Bromyard.

2. Review of Rural Facilities – Core Strategy Settlement Hierarchy Review 2020 The Town clerk will send the survey link to members. Members were requested to send any comments to the Town Clerk to enable a collective response to be made by the 3rd April 2020 deadline.

3. Hereford Transport Strategy Review

The Chairman encouraged members to respond to this important review. The Town Clerk was asked to place this on the town council's website and Cllr Law was asked to share this on 'Bromyard Info'. Members noted the deadline of 31 March 2020.

C20/38 REPORTS OF OUTSIDE BODIES

1. Market Towns Forum

Cllrs Franklin and Collins, with Cllr Davies as reserve, were agreed as the Town Council representatives on the Market Towns Forum.

2. Members received and noted the following reports from Councillors who had attended meetings of the following outside bodies.

- a) Bromyard and District Chamber of Commerce and Industry - Cllr James's written report was noted.
- b) Bromyard Downs Common Association - Cllr Franklin's written report was noted.
- c) Bromyard Grammar School Foundation - Cllr Martin reported that a meeting had not taken place.
- d) Bromyard Relief in Need - Cllr Churchill reported that a meeting had not taken place.
- e) Festivals Association - Cllr Brunson reported that she was unable to attend due to a prior commitment.
- f) HALC Executive - Cllr Churchill reported that a meeting had not taken place.
- g) Kempson Players - Cllr Martin could not attend due to a prior commitment but will forward the meeting notes to members when received.
- h) Public Hall Committee - Cllr Churchill's report was noted.

C20/39 CORRESPONDENCE

The Town Clerk reported the following correspondence, which was noted by members:

- A letter from Herefordshire's Local Access Forum concerned with identifying potential routes in the parish to enable access to all was circulated. **IT WAS AGREED** to consider this at the next Finance & Properties Committee.
- The County Plan 2020-2024.
- Big Clean Up: the Town Clerk reported that a team had arrived at the town council offices to help people affected by flooding, and advised members that grants are available for individuals and businesses. This was noted.

C20/40 DATE OF NEXT MEETING

The next meeting of the Bromyard and Winslow Town Council was confirmed as 23rd March 2020 at 7pm. Co-opted members for the Bromyard East and Bromyard West parish wards will take place at this meeting.

As per the resolution made under C20/30 the meeting moved into private session to consider the following agenda item.

C20/41 CCTV COVERAGE IN THE TENBURY ROAD CAR PARK.

At 9pm **IT WAS RESOLVED** to suspend Standing Order 3w to extend the meeting for a period of no more than five minutes to debate this item.

Members received quotations for CCTV coverage in the Tenbury Road car park. Consideration could not take place due to variations in the proposals. Cllr Collins and the Town Clerk to work on a Request for Proposal (RFP) following which the companies will be asked to re-quote. This will be considered at the next Finance Committee.

The meeting closed at 9.05pm.

CHAIRMAN.....

DATE.....