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MINUTES OF A MEETING  
OF BROMYARD AND WINSLOW TOWN COUNCIL

held on Monday 23<sup>rd</sup> July 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, Brunson, Cave, Churchill, Clark, Dr Dunne-Thomas, Faulkner, Dr D Ferriday, Franklin, James, Lester, Pettitt, Nevin and Smith.

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

**Ward Members:** Cllrs A Seldon and N Shaw  
**Police**  
Karen Roberts – Royal Voluntary Service

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**Fire Procedure Read to the meeting**

		Action
<b>18/133</b>	<b>Apologies:</b> Cllrs Cooper and Dods Cllr Andrews (sabbatical). Barbara Stanway – Deputy Town Clerk.	
<b>18/134</b>	<b>Declarations of Interest and written requests for dispensation:</b> None	
<b>18/135</b>	<b>Policing Matters</b> PC Meek reported on <ul style="list-style-type: none"><li>• crime figures over the past 2 months. It had been a very busy period for a variety of reasons including hot weather. Officers withdrawn to police the visit by US President Trump, EDL march, football, acid attacks, serious local incidents and festivals.</li><li>• Staff numbers locally were still down though attempts being made to recruit. Lone working a concern.</li><li>• Where no police presence available in Bromyard calls are dealt with by Leominster.</li><li>• Some youths banned from the Complex area due to antisocial behaviour.</li></ul>	

	<ul style="list-style-type: none"> <li>• Problems resulting from mis-reporting on social media.</li> <li>• The damage to the Complex roof now with the CPS for consideration.</li> <li>• More serious crime often committed by strangers to the town.</li> <li>• Broken windows.</li> <li>• Due to legislation Police unable to take action on parking on double yellow lines unless there is an identifiable obstruction.</li> </ul> <p style="text-align: right;">PC Meek left the meeting at 7.40pm</p> <p>Members discussed formally appointing a councilor to liaise with PC Meek and report to council on those occasions he was unable to attend in person.</p> <p><b>IT WAS RESOLVED</b></p> <ul style="list-style-type: none"> <li>• To appoint a councillor to liaise with the local police.</li> <li>• Cllrs Clark and Ferriday be appointed to report to Council on policing issues when PC Meek is unavailable.</li> </ul>	
<b>18/136</b>	<p><b>Presentation:</b></p> <p>Karen Roberts, Community Engagement &amp; Development Worker for the Royal Voluntary Service (RVS) gave a presentation on the ‘Bring People Together’ initiative. The RVS is seeking to encourage volunteers to set up new activity groups in the area. The ageing population suffering from isolation had been identified as a particular group. Karen explained her role was to offer support and advice to volunteers on how to set up and run activities. (e.g. on safeguarding, insurance and legal issues). Members discussed groups in Bromyard whose needs they considered were not being met; it was felt there were lots of activities in Bromyard for older people though there were groups which were not catered for e.g the housebound both young and old. The Chairman gave thanks for an interesting talk.</p> <p style="text-align: right;">Karen Roberts left at 8.10pm</p>	
<b>18/137</b>	<p><b>Chairman’s Report</b></p> <ul style="list-style-type: none"> <li>• Details of Mayoral duties to be found in Bromyard Info. Deputy Mayor thanked for stepping in when he was unavailable.</li> <li>• Members informed of Remembrance/100<sup>th</sup> Anniversary of Armistice events, including parade and wreath laying ceremony on 11.11.2018. Information to be sent out to Cllrs.</li> <li>• The Mayoral robes which had been jointly purchased by Cllr Clark and himself were presented to the Town Council for use by future Mayors.</li> <li>• Successful reception held for French Visitors.</li> </ul>	
<b>18/138</b>	<p><b>Clerks Report</b></p> <p>The Clerk circulated a report setting out details of issues arising from previous meetings.</p> <p>There was discussion on holding council information on personal email accounts. To be the subject of a future report.</p>	
<b>18/139</b>	<p><b>The Minutes of the meeting held on</b>  <b>IT WAS RESOLVED receive, approve and sign the Minutes of the Meeting of Council held on Monday 25<sup>th</sup> June 2018 as a true record</b>  The minutes were duly signed by the Chairman</p>	

18/140	<p><b>Matters Arising from the Minutes – INFORMATION ONLY:</b></p> <p>Material to publicise ‘No Dog Fouling’ had been received.</p>	
18/141	<p><b>IT WAS RESOLVED To receive reports of Town Council Committees as per UNRATIFIED Minutes</b></p> <ol style="list-style-type: none"> <li>1) Staffing Committee – 27<sup>th</sup> June 2018 - Cllr H Pettitt</li> <li>2) Planning &amp; Economic Development Committee – 9<sup>th</sup> July 2018 Cllr Churchill</li> <li>3) Finance &amp; Properties Committee – 9<sup>th</sup> July 2018 – Cllr Franklin</li> <li>4) Burial Committee – 16<sup>th</sup> July 2018 - Cllr Clark</li> </ol>	
18/142	<p><b>IT WAS RESOLVED To receive the Minutes of the Traffic Management Working Party meeting held on 7<sup>th</sup> June 2018 - Cllr F Clark</b></p>	
18/143	<p><b>Members considered the following committee recommendations:</b></p> <ol style="list-style-type: none"> <li>1) <b>Staffing Committee 27<sup>th</sup> June 2018</b> <ol style="list-style-type: none"> <li>1.1 Minute Ref 18/07 - Terms of Reference  <b>Recommendation:</b> That the Chairman of the Council should not be Chairman of the Appeals Committee and that following the spirit of the Ledbury Judgement, the Staffing Committee should be re-constituted to include the Chairman of the Council.</li>   <li>1.2 Minute Ref 18/09 – Outsourcing Payroll  <b>Recommendation:</b> That the quotation from Freeman Bookkeeping &amp; Accounts Ltd for payroll services be approved and accepted in the sum of £30 per month, subject to contractual assurances.</li> </ol> <p><b>IT WAS RESOLVED that the Council’s TERM OF REFERENCE be amended as follows:</b></p> <ul style="list-style-type: none"> <li>• the Chairman of the Council should not be Chairman of the Appeals Committee and that following the spirit of the Ledbury Judgement, the Staffing Committee should be re-constituted to include the Chairman of the Council.</li> <li>• that preparation of the payroll be outsourced and that the quotation from Freeman Bookkeeping &amp; Accounts Ltd for payroll services be approved and accepted in the sum of £30 per month, subject to contractual assurances.</li> </ul> </li>   <li>2) <b>Burial Committee - 16<sup>th</sup> July 2018</b> <ol style="list-style-type: none"> <li>2.1 Minute ref 18/27 – Community Payback  <b>Recommendation:</b> To accept the Community Payback Agreement for works to be carried out by the Community Payback unit at the Cemetery. Works to include preparation and painting of cemetery metal railings and removal of overgrown shrubs bordering this area.</li> </ol> <p><b>IT WAS RESOLVED that</b>  the Community Payback Agreement for works to be carried out by the Community Payback unit at the Cemetery be accepted. Works to include preparation and painting of cemetery metal railings and removal of overgrown shrubs bordering this area.</p> </li> </ol>	

18/144	<p><b>Ward Councillor Reports:</b></p> <p><b>Cllr. Alan Seldon</b></p> <ul style="list-style-type: none"> <li>• As representative at recent LGA conference had discussed the government shortfall in local government funding; minister did not address adequately any of the issues of concern – housing, social care or children’s services.</li> <li>• Childrens’ services in Bromyard going out to procurement shortly. Hope Centre to submit a bid.</li> <li>• Reminded members of their GDPR responsibilities.</li> </ul> <p><b>Cllr. Nigel Shaw</b></p> <ul style="list-style-type: none"> <li>• Had been involved in Town/Parish council consultations on HC budget 2019/20. No RSG beyond 2020. Budget rate agreed for next year but invited comments about how the money should be spent. Beyond 2020 huge uncertainties facing local government.</li> <li>• OFSTED report on Herefordshire Council’s (HC) Childrens’ Services states ‘requires improvement’ but no immediate or widespread failures putting children at risk. Big problem was to recruit staff, new initiatives being brought forward.</li> <li>• Universal Credit rolled out in June. HC helping support claimants use the digital system and those who need help with personal budgeting.</li> <li>• Fire on Bringsty Common last week – discussion of how to reduce risk.</li> </ul>	
18/145	<p><b>Road surfacing</b></p> <p>Members discussed issues raised by a representative of the Bromyard Speed Festival (Mr Tony Burt) regarding the need for improved road surfacing in the town, (Minute 18/120 refers) Cruxwell and Rowberry Streets to be closed 2/3 August for resurfacing/patching repairs. High Street and Broad Street still require work. TC to write to Head of Balfour Beatty stressing the need to make a swift decision to bring forward any scheduled work along High Street/Broad Street.</p> <p>Members considered the possibility of the organisers of the Speed Festival approaching HC direct with a request to bring forward scheduled work and to offer financial assistance. Cllr Shaw to pursue with BB.</p> <p><b>IT WAS RESOLVED</b> that the Chair of the Traffic Management Working Group liaise with T Burt and Cllr Shaw on how best to progress improving the road surfaces.</p>	
18/146	<p><b>Public Question Time:</b></p> <p>None.</p>	
18/147	<p><b>Town Clerk - Confirmation of Probationary Period</b></p> <p>Cllrs Page and Pettitt had met with the Town Clerk to review her work over the last 13 weeks. They expressed themselves satisfied with her work.</p> <p><b>IT WAS RESOLVED</b> to confirm the appointment of the Town Clerk following a successful initial 13 week probationary period and to confirm her position as a permanent employee of the council.</p>	
18/148	<p><b>Quarterly Financial Reports</b></p> <p>In line with Financial Regulations, members were asked to receive the following quarterly reports:</p> <p>1) Cash and Investment Reconciliation</p>	

	<p>2) Income and Expenditure Report by Account Code 3) Receipts and Payments Summary</p> <p><b>IT WAS RESOLVED to receive the first quarter financial reports as follows:</b></p> <p>1) Cash and Investment Reconciliation (April-June 2018) 2) Income and Expenditure Report by Account Code (April-June 2018) 3) Receipts and Payments Summary (April-June 2018)</p>	
<b>18/149</b>	<p><b>Herefordshire Council 2019/20 Budget Consultation - 5<sup>th</sup> July to 21<sup>st</sup> September.</b></p> <p>Members discussed the completion of a questionnaire on Herefordshire Council's budget proposals.</p> <p><b>IT WAS RESOLVED</b> that members submit any comments as individuals.</p>	
<b>18/150</b>	<p><b>Reports of Outside Bodies:</b></p>	
	<p>1) Chamber of Commerce – Cllr. James. The previous meeting had discussed the Speed Festival and potholes.</p>	
	<p>2) Bromyard Grammar School Foundation - Cllr Cave No meeting.</p>	
	<p>3) Bromyard Relief in Need - Cllr Cave New Secretary appointed. No report.</p>	
	<p>4) Market Towns Forum – Cllr. Brunsdon &amp; Churchill. No meeting.</p>	
	<p>5) Public Hall Committee – Cllr. Churchill No meeting. Next meeting 8<sup>th</sup> August 2018.</p>	
	<p>6) Bromyard Downs Common Association – Cllr. Gill Churchill No meeting.</p>	
	<p>7) HALC – Cllr Cave Unable to attend meeting held on 18<sup>th</sup> July 2018.</p>	
	<p>8) Festivals Association – Cllr. Pettit No meeting.</p>	
	<p>9) Kempson Players – Cllr Brunsdon Next meeting 24<sup>th</sup> July 2018.</p>	
<b>18/151</b>	<p><b>Correspondence:</b></p> <p><b>The Town Clerk reported the following correspondence had been received</b></p> <ul style="list-style-type: none"> <li>• Thank you letter from Peder Neilsen.</li> <li>• Thank you letter from J Brodie Murphy Secretary RBL Bromyard Branch for grant. Invitation to all to make a poppy.</li> <li>• Letter from BBLP regarding carriage way repairs. 2<sup>nd</sup>/3<sup>rd</sup> August 2018.</li> </ul>	
<b>18/152</b>	<p><b>Date of Next Meeting</b></p> <p>The next meeting of the Council is scheduled to be held on Monday 20<sup>th</sup> August 2018.</p> <p><b>NOTED.</b></p>	

The meeting closed at 9.30pm.