



MINUTES OF A MEETING
OF BROMYARD AND WINSLOW TOWN COUNCIL

held on Monday 25th June 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, Dods, Dr Dunne-Thomas, Faulkner, Dr Ferriday, Franklin, James, Lester, Pettitt, Nevin and Smith.

In attendance: Karen Mitchell (Town Clerk)
Barbara Stanway (Deputy Town Clerk)
Rose Raine (Admin Assistant)

Ward Member: Cllrs A Seldon
1 Member of the Public

Fire Procedure Read to the meeting

		Action
18/111	Apologies: Cllrs Andrews (sabbatical) and Cooper. Herefordshire Council Ward Member - Cllr N Shaw PC Meek	
18/112	Declarations of Interest and written requests for dispensation: Cllr T Smith declared a non-pecuniary interest in Item 18/132 (Conquest Theatre land acquisition) and signed the book accordingly.	
18/113	Policing Matters No report. In view of the increasing pressures on the Constabulary it was suggested A councillor be appointed to liaise with the Police and report on police matters. Item to be placed on July agenda.	TC

18/114	<p>Chairman's Report.</p> <ul style="list-style-type: none"> ▪ The Chairman thanked everyone for their condolences on a close family bereavement. ▪ The Town Clerk's three month probation period to end shortly; due to a conflict between Standing Orders and the terms of reference of the Staffing Committee the review to be conducted by the Chairman (Cllr Page) and the Chair of Staffing Committee (Cllr Pettitt). ▪ The Chairman listed the events he had attended as Mayor and thanked the Deputy Mayor for stepping in when he was not available. ▪ To continue the Chairman's monthly article in Bromyard Info. ▪ Flagged as dates for members' diaries - all in aid of the Mayor's Charity (the Kempson Players); <ul style="list-style-type: none"> i. 21st September 2018 Charity Dinner ii. 9th September Fox & Badger iii. Mayoress plans to hold garden parties. 	
18/115	<p>Clerk's Report</p> <ul style="list-style-type: none"> • Re Planning and Economic Development 8th May, 2018 Min. Ref 18/45 Clarification of speed limits on Tenbury Road B4214; placement of speed limits signage checked with ADL Traffic – confirmed correct. Speed terminals as per the drawing matched the location on the ground. Copy of document to Traffic Management Group. • 25th June 2018 Flag raised to mark Armed Forces Day – Flag Pole halyard vandalized. Damage reported to Police. • Road closures for Remembrance Day services being prepared. • Invitation from Leader of Herefordshire Council, Cllr J Lester for Councillors to attend a Budget Briefing on 4th July 2018. Members requested to indicate whether they intend to attend. • Ledbury Judicial Review - The National Association of Local Council and the Society of Local Council Clerks have written to various government bodies regarding the implications of this judgement. Joint Statement be circulated. 	
18/116	<p>Minutes: IT WAS RESOLVED:</p> <ol style="list-style-type: none"> 1) To receive, approve and sign the Minutes of the Extraordinary Meeting of Council held on Wednesday 16th May 2018. 2) To receive, approve and sign the Minutes of the Annual Meeting of Council held on Monday 21st May 2018. 	
18/117	<p>Matters Arising from the minutes Full Council 30th April, 2018</p> <p>18/72 Clerk's report – A Parish walk took place on 21st May, 2018. Issues raised as defects:</p> <ul style="list-style-type: none"> • Kerbs in Church Lane and Tenbury Road. • Light and blocked aco drains in underpass. • Potholes in Linton Lane. <p>Road condition of the following streets were discussed.</p> <ul style="list-style-type: none"> • High street – no works currently scheduled. 	

- Broad Street – no works currently scheduled.
- Rowberry Street – Resurfacing works scheduled for 31/08/2018.
- Cruxwell Street – Partial resurfacing works scheduled for 31/08/2018.

Other roads which are with the asset management team will be considered for works in competition with all the others in the county as and when funds become available for works.

18/74 Query over Public space protection orders (18/50)
 Alcohol Control – came into effect on 1st May 2018 - 30 April 2021
 Dog control order – came into effect 27 March 8 - 26 March 2021
 Dogs on leads – St. Peter’s Church and Cemetery
 Dog exclusion - Kempson Players (Children’s play area)
 The Public Spaces Protection Order for alcohol control is now in force all though it can be appealed to the high court for up to 6 weeks.
 The details of the order can be found on the Herefordshire council website the link is
<https://www.herefordshire.gov.uk/info/200139/community/307/safer-stronger-communities/8>
 Clerk to check when signage will be displayed in the restriction zones.

TC

18/78 Ward Cllr’s report – A Seldon
 Proposed 30mph speed limit. Town Clerk emailed Leader of Herefordshire Council to seek information on progress of speed limit. Received an acknowledgement 18 May advising that they were liaising with the relevant team for an update and the Leader will therefore respond as soon he is able.

18/87 Royal Voluntary Service
 Representative to attend Full Council meeting on 23rd July to talk to the council about the Bring People Together initiative.

Full Council meeting 16th May 18 – no matters arising.

Full Council meeting 21st May 18

18/106 Traffic Management Working Group met on 7th June, 2018.
 Next meeting 12th July. Representatives from BBLP to attend to discuss implementation of proposed TRO’s to control and manage HGV movements along sensitive routes within the town centre prior to drafting and consulting on the orders themselves.
 Cllr Clark to invite Cllr Cooper to participate.

Additional follow up:

18/70 Damage to Old Vicarage Roof/Police review of case – TC to approach PC Meek for update on review. CCTV –Crime Risk Advisor to provide information regarding improving quality of night time images.
 High level footpath alongside Station Road – confirmed as definitely responsibility of Herefordshire Council.

	<p>18/76 Members advised to use Town Council email address rather than personal email for council business. Members requested advice on set up procedures.</p> <p>18/84 Memorial Bench – on-going.</p>	
18/118	<p>IT WAS RESOLVED: To receive the following reports of Town Council Committees as per UNRATIFIED Minutes</p> <ol style="list-style-type: none"> 1) Planning & Economic Development Committee - 4th June - Cllr. Page 2) Finance & Properties Committee – 11th June - Cllr. Franklin 3) Planning & Economic Development Committee - 18th June - Cllr. Page 	
18/119	<p>Ward Councillor Reports: Cllr A Seldon</p> <ul style="list-style-type: none"> • provided information on incident in May where damage done to High Street shops, police officer and dog injured. • Criticized decisions of PCC on deployment of Police across Herefordshire and Worcs. • Judicial Review of PCC plan to take over Fire & Rescue Service • Future of former HC depot site; HC preparing the Bromyard Area Plan first draft for comments target date October 2018. • Stressed the application of the public interest test (PIT) when considering discussing matters in Part II under Confidential matters. 	
18/120	<p>Public Question Time: Tony Burt, representing the Bromyard Speed Festival, addressed the meeting about the crucial need to have the road surfaces of the circuit along Rowberry Street, Cruxwell Street, High Street and Broad Street improved in order that the Speed Festival might continue. He not only stressed the economic benefits the Festival brought to the town as well as the great pleasure it gave to large numbers of visitors but also the need for residents to benefit from improved road surfaces taking note of the safety benefits along with the benefits to vehicle maintenance. There was some discussion of the use of section 137 funds and the need to find a variety of sources of funding. Cllr Lester stated the Head of Highways at Herefordshire Council had only just been made aware of this issue; he would discuss it as a matter of priority and report back. Cllr Seldon committed to taking the matter up with responsible officers. The need to act quickly was acknowledged by all. The Town Clerk advised that the Chairman could write a letter in support of the of the Speed Festival. An item to be added to the next Full Council agenda. Cllr Seldon left the meeting at 8.45pm.</p>	TC
18/121	<p>Finance Members discussed the recommendation of the Finance & Properties Committee that the payment to Kidwells Solicitors for legal advice pertaining to Kempson Players, be made from earmarked reserves. (Minute ref 18/60 d)</p> <p>IT WAS RESOLVED that the payment to Kidwells Solicitors for legal advice</p>	

	<p>pertaining to Kempson Players, be made from earmarked reserves. (Minute ref 18/60 d)</p>	
18/122	<p>Internal Audit</p> <p>Members considered The Finance & Properties Committee recommendations:</p> <p>1) Interim internal auditor report for 2017/18 (Minute ref 18/77)</p> <p>IT WAS RESOLVED to approve the recommendation of the Finance and Properties Committee and accept the interim internal auditors report for 2017/18.</p> <p>2) Final internal audit report for the year ended 31st March 2018.</p> <p>IT WAS RESOLVED approve the final internal audit report for the year ended 31st March 2018.</p> <p>3) Effectiveness of the system of internal control:</p> <p>IT WAS RESOLVED to adopt the documents detailing</p> <ul style="list-style-type: none"> • Management of Internal Control Systems – as amended. (Minute ref 18/75) • Internal Financial Controls – Day to Day procedures - as amended. (Minute ref 18/76) 	
18/123	<p>Annual Governance and Accountability Return 2017/18 (AGAR):</p> <p>Members considered the Annual Governance and Accountability Return 2017/18 (AGAR): <i>Previously circulated.</i></p> <p>Members answered Yes to assertions 1-8 and n/a to assertion 9 of section 1.</p> <p>IT WAS RESOLVED:</p> <ol style="list-style-type: none"> 1) to approve Section 1 - Annual Governance Statement 2017/18. 2) to approve Section 2 - Accounting Statements 2017/2018. 3) to approve dates set for the period for the exercise of the public right of inspection from 27th June to 7th August 2018, inclusive. 4) to note the statutory requirement to publish the signed AGAR by 30th September 2018. 	
18/124	<p>Council Policies and Procedures</p> <p>1. In accordance with the annual schedule of review members considered the following Council policies/procedures</p> <ul style="list-style-type: none"> • a procedure for dealing with requests for information. (FOI/DP) • In response to the recent legislation on Data Protection (GDPR/May 2018) a Draft Data Protection and Retention Policy was discussed. It was considered that a distinction ought to be made between the policy and the procedure elements of the document and that a revised document be brought before members for further consideration. • draft Privacy Notices for Councillors and Members of the Public. 	

	<p>IT WAS RESOLVED</p> <ul style="list-style-type: none"> • Procedure for dealing with Requests for information as amended be adopted as council policy. • the draft Data Protection and Retention Policy be deferred. • the Privacy Notices for councillors and members of the public be amended and brought back for members further consideration. <p>On the advice of the Town Clerk members also considered setting up a working group to review Standing Orders prior to consideration and adoption by Full Council at the July meeting.</p> <p>IT WAS RESOLVED That a working group comprising of 5 members (T Smith, Dr D Ferriday, D Cave, F Clark and Dr Dunne Thomas) be set up to conduct a review of Standing Orders. Should additional time be required the document may be presented to the September meeting for consideration and adoption.</p>	
18/125	<p>Composition of Burial Committee Cllr Pettitt was nominated to fill the vacancy on the Burial Committee.</p> <p>IT WAS RESOLVED that Cllr Pettitt be appointed to fill the vacancy on the Burial Committee.</p>	
18/126	<p>Awards 2018 Members discussed arrangements for inviting nominations for the Distinguished Citizen and Civic Awards. Cllr Churchill outlined how the Awards Scheme had previously operated.</p> <p>IT WAS RESOLVED that</p> <ul style="list-style-type: none"> • an Awards scheme as had operated previously be instigated for 2018. • the Town Clerk places advertisements seeking nominations for the various categories. • a working group comprising the Chairs of Committees meet to sift applications. Deputy Chairs may attend if Chairs not available. 	
18/127	<p>Merchant Navy Day Members discussed participating in Merchant Navy Day on 3rd September 2018. Seafarers UK had suggested that the Council may wish to fly the Red Ensign and/or organise a flag-hoisting ceremony. Flags available in a range of sizes and costs. https://www.merchantnavyfund.org/dl/MerchantNavyDay2018Guide.pdf Further information had been circulated to members electronically. IT WAS RESOLVED that the Town Clerk be instructed to purchase a flag and arrange for it to be flown on Merchant Navy Day.</p>	
18/128	<p>Reports of Outside Bodies:</p> <ol style="list-style-type: none"> 1) Chamber of Commerce – Cllr.James 	

	<p>Cllr Page had given a talk about being a Mayor. There had been discussion of the poor state of the highways.</p> <p>2) Bromyard Grammar School Foundation - Cllr Cave No meeting.</p> <p>3) Bromyard Relief in Need - Cllr Cave No meeting.</p> <p>4) Market Towns Forum – Cllrs. Brunsdon & Churchill No meeting.</p> <p>5) Public Hall Committee – Cllr Churchill The AGM had been held; the Secretary had resigned and a replacement was being sought. The building of the conservatory was going ahead.</p> <p>6) Bromyard Downs Common Association – Cllr. Churchill Nothing to report.</p> <p>7) HALC – Cllr Cave No meeting.</p> <p>8) Festivals Association – Cllr Pettit. Gave thanks for the £500 grant received from the Town Council; she gave details of forthcoming festivals until the end of 2018. The Town Crier event had attracted only 8 or 9 entries and very few members of the public had attended. Speakers to entertain resident of the various nursing homes were being sought.</p> <p>9) Kempson Players – Cllr Brunsdon - group still actively fund raising but still uncertainty over ownership of the Kempson Players. Cllr Churchill had gained a grant of £10,000 to be spent on a double zip wire. A fete being organised for 1st September.</p>	
18/129	<p>To receive and note any correspondence received. For information only</p> <p>Letter from Leader of the Council – to invite TC/parish councillors to attend the 2019/20 budget consultation briefing. This session to be held at the Town Hall in Hereford on Wednesday 4 July at 6:30pm</p>	
18/130	<p>Date of Next Meeting The next meeting of the Council is scheduled to be held on Monday 23rd July 2018. Noted</p>	
18/131	<p>Confidential items: Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings Act 1960) IT WAS RESOLVED because the Public interest would best be served by discussions in public the following item be considered in open session.</p>	
18/132	<p>Conquest Theatre Land Acquisition: The Finance and Properties Committee had recommended that the</p>	

	<p>agreement between the Town Council and the Conquest Theatre for an option to purchase land be extended until 31st October 2019, (Minute ref 18/23)</p> <p>The Town Clerk reported a professional valuation of the land in question provided by Barry Bufton had been fixed at £9,750.00</p> <p>IT WAS RESOLVED</p> <ul style="list-style-type: none"> • that the agreement between the Town Council and the Conquest Theatre for an option to purchase land be extended until 31st October 2019, (Minute ref 18/23) • to note the valuation of the land 	
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The meeting closed at 9.25pm