



MINUTES OF A MEETING
OF BROMYARD AND WINSLOW TOWN COUNCIL

held on Monday 26th March 2018 in the Council Chamber, Council Offices, Bromyard at 7:30pm.

***UNTIL NEXT MEETING OF COUNCIL, THESE MINUTES HAVE NOT BEEN RATIFIED*.**

PRESENT: Cllrs Clark, Page, Brunsdon, Cave, Churchill, Cooper, Dr Dunne-Thomas, Faulkner, Dr D Ferriday, Franklin, Johnson, Pettitt and Nevin.

In attendance: Gary Swinford (Acting Town Clerk- ATC)
Barbara Stanway (Deputy Town Clerk- DTC)
Ward Members: Cllrs A Seldon and N Shaw
PC John Meek – West Mercia Constabulary

Fire Procedure - Read to the meeting

		Action
18/43	Apologies: Cllrs Andrews, Lester and Smith. Rose Raine (Admin Asst)	
18/44	Declarations of Interest and written requests for dispensation: 18/52 Cllr. Clark- pecuniary financial interest	
18/45	Policing Matters: PC Meek informed members that 469,000 telephone calls per day were handled by West Mercia Police; the 101 system is being overhauled as it is being abused and clogged up with irrelevant calls. There had been several incidents during the recent bad weather which had necessitated road closures; these had drawn criticism from a few members of the public. Thefts of garden tools and motor vehicles were on the increase. There had been arrests of people running vehicles on red diesel. PC Meek was asked about the new Public Space Protection Orders and he confirmed he would support any application for a drinking ban at the Players and the cemetery. PC Meek confirmed there is a “banning system” in place amongst the local publicans.	TC

18/46	<p>Chairman's Report:</p> <ul style="list-style-type: none"> The Chairman informed members that Mrs Karen Mitchell will be commencing her duties as the Bromyard & Winslow Town Clerk & Responsible Financial Officer on 9th April 2018. Mrs. Mitchell has obtained the CiLCA qualification and has been a Town Clerk & RFO for over 8 years with more than 20 years' experience in Local Government. There will be a cross-over period to ensure a smooth hand-over of responsibilities. Herefordshire Council has been awarded £1.5mill for the repair of over 23,000 potholes in the county. 	
18/47	<p>Clerks Report:</p> <p>The ATC reported that</p> <ul style="list-style-type: none"> the roof repairs were completed and the police are progressing with the alleged offenders. The renovation of the fire escapes is in progress. Work on the fire alarms and emergency lighting will commence on 27th March. The Banners will be on posts along the bypass by mid-April. There is a quiz at the Falcon on 17th April. Teams of four; do any Councillors wish to make up teams? The ATC confirmed his leaving date as 26th April 2018 and as this was his last Council meeting he thanked all Councillors for their support over the past few years, especially those who sat on the Staffing Committee. They had dealt with two very important matters. He thanked the Chair and Vice Chair for all their support and lastly thanked Barbara and Rose for all their help and support especially in the early days. <p>Cllr. Page proposed a vote of thanks to both Gary Swinford and his wife, Linda, for all their support for the town and offering best wishes for a happy future. Seconded Cllr. Pettitt, unanimously agreed.</p>	
18/48	<p>Correspondence:</p> <p>None</p>	
18/49	<p>Meeting Minutes:</p> <p>IT WAS RESOLVED to receive, approve and sign the Minutes of the Meeting of Council held on Monday 26th February 2018 as a true record.</p> <p>The minutes were duly signed by the Chairman</p>	
18/50	<p>Matters Arising from the Minutes – INFORMATION ONLY:</p> <ul style="list-style-type: none"> 18/38 This will be discussed at the Annual Town meeting but had been put in the diary for discussion in 6 months. Cllr. Churchill informed the meeting that she had collected equipment for litter picking and this would be stored. Cllr. Dr. Dunne-Thomas raised the matter of dog mess on pavements which she observed had worsened recently. It was thought the new Public Space Protection Orders would assist with the problem. 	
18/51	<p>IT WAS RESOLVED to receive reports of Town Council Committees as per UNRATIFIED Minutes</p> <p>1) Planning & Econ Development Committee - Cllr Page 5th March 2018 & 20th March 2018</p>	

	<p>2) Finance & Properties Committee - Cllr Franklin 12th March 2018</p> <p>3) Burial Committee - Cllr Clark 19th March 2018</p> <p>4) Staffing Committee - Cllr Pettitt 28th February 2018</p>							
18/52	<p>Accounts for Payment: Members approved payment of the following invoices which had been received after the Finance and Property Committee Agenda had been distributed.</p> <table style="margin-left: 40px;"> <tr> <td>K T Gooch Ltd</td> <td>Lease for photocopier</td> <td>£107.00 + VAT</td> </tr> <tr> <td>RBS</td> <td>January - March 2018</td> <td>£475.00 + VAT</td> </tr> </table> <p>IT WAS RESOLVED to make these payments.</p> <p>Members noted that the RFO reported a payment to the value of £2,429.00 to the Chairman in respect of the balance of the Mayor's Allowance for 2017/18, as per budget.</p>	K T Gooch Ltd	Lease for photocopier	£107.00 + VAT	RBS	January - March 2018	£475.00 + VAT	DTC
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18/53	<p>Ward Councillor Reports: Cllr. Alan Seldon spoke to the meeting:</p> <ul style="list-style-type: none"> • He thanked Mr. Swinford for all his help and the work he had done while a Councillor and latterly Acting Town Clerk. He suggested that members give the new Clerk time to settle in. • Traffic outside the Subway shop is causing problems with HGV's parking on the roadside. Cllr. Seldon is to ask for a Safety Audit in view of the danger this causes especially to school children and buses. • Bypass speeds, he suggested that lower limits were not supported as they may be difficult to police, however, he suggested a roundabout at the bottom of the hill near Sherford Street might slow traffic. • Cllr. Page asked about the recent judgement regarding Herefordshire Councils Children's Services Department. Cllr. Seldon said this did not affect anyone in Bromyard. <p>Cllr. Nigel Shaw spoke to the meeting:</p> <ul style="list-style-type: none"> • There had been an 84% rise in Cat1 defects during the recent bad weather. Cat 2 defects were 800 in February 2017, 4000 in February 2018. There will be a Town Walk with the new Balfour Beatty Locality Steward on 19th April; Cllr Shaw intends to point out the condition of Church Street road surface. • The altered Traffic Regulation Orders relating to Pump St and New Rd now stand at positions 15 & 16. May still be a few years, although he had asked for reconsideration following yet another damage incident at the junction of New Road and High Street. Tower Hill resident parking is in position 19. • Cllr Shaw spoke of the high regard people of his Ward had for Mr. Swinford who had been the Ward Councillor until 2015. He wished Gary the very best for the future, thanking him for all the work he had done. 							
18/54	<p>Public Question Time: There were no members of the public in attendance.</p>							
18/55	<p>Membership of HALC: IT WAS RESOLVED to maintain membership of HALC and to pay the membership fee of £1,488.06 + VAT.</p>	DTC						

18/56	<p>Review of Insurance Cover: IT WAS RESOLVED to accept the recommendation of the Finance & Properties Committee and to continue with the current insurance provision for a further year starting in May 2018.</p>	DTC
18/57	<p>Ellis Whittam – Health & Safety Service Proposal: IT WAS RESOLVED to accept the recommendation of the Finance & Properties Committee and enter into an agreement with the company Ellis Whittam. This agreement will support the Town Council in its obligations under health and safety legislation.</p>	DTC
18/58	<p>Burial Committee Funding: Following the recommendation of the Burial Committee, as detailed in the agenda, members discussed the proposal in detail.</p> <p>IT WAS RESOLVED to ear-mark any Burial Committee excess of income over expenditure from the 2017/18 budget, adding to the Burial Committee Ear-marked funds, to a maximum of £5,000. This is to support future development, expansion and maintenance of the cemetery</p>	DTC
18/59	<p>Repairs and Renewals Expenditure – FOR INFORMATION ONLY: The ATC gave a verbal report on the progress of several projects including the fire escapes and emergency lighting. Noted</p>	
18/60	<p>Review of Terms of Reference (ToR) of Committees: Members reviewed the documents set before them for the first three Standing Committees as below.</p> <ul style="list-style-type: none"> a) Finance & Properties Committee IT WAS RESOLVED to adopt the ToR as presented. b) Burial Committee IT WAS RESOLVED to adopt the ToR as presented. c) Planning & Economic Development Committee IT WAS RESOLVED to adopt the ToR as presented. <p>Members noted that the Terms of Reference for the Staffing Committee would be brought to Council for adoption as soon as possible after the Committee had sat.</p>	TC
18/61	<p>Review of Delegated arrangements to staff and other local authorities: The ATC had recommended that the specifically delegated spend limit to the Clerk of £500, (or in an emergency £2,500) be continued for another year and that this authority be extended to the Deputy Town Clerk in the absence of the Town Clerk.</p> <p>IT WAS RESOLVED to accept the recommendation of the ATC.</p>	
18/62	<p>Traffic Management Plan: Members considered the recommendation of the Traffic Management Group to adopt the Bromyard Traffic Management Study of July 2017 carried out by WSP on behalf of Herefordshire Council and Balfour Beatty Living Places. Members who do not sit on the TMG were concerned at not having any notes regarding the reservations of the Group.</p> <p>IT WAS RESOLVED to adopt the Study with the proviso that the ATC inform Herefordshire Council of the concerns raised by the Traffic Management Group.</p>	ATC

18/63	<p>Former Balfour Beatty depot land and paddock site on Hereford Road: Discussion followed and Cllr. Page gave some background information and said that in his view this land had been industrial for so long that change of use should be requested when the housing planning application is submitted. It was said that with a lack of employment land in relation to the Local Development Plan it would seem to be more sensible to allocate this parcel of land to employment use as a first consideration. Further discussion followed. IT WAS RESOLVED to invite Keepmoat representatives to the April meeting of Council and listen with an open mind to their proposals.</p>	
18/64	Reports of Outside Bodies:	
	<p>1) Chamber of Commerce – Cllr. Roger Page Met on 7th March. Calling for volunteers to help marshal the road closures on 22nd April for the Heritage Trail launch. Many ideas were coming together with regard to the WW1 commemorative events later this year.</p>	
	<p>2) Bromyard Grammar School Foundation - Cllr Dave Cave No meeting.</p>	
	<p>3) Bromyard Relief in Need - Cllr Dave Cave No meeting.</p>	
	<p>4) Market Towns Forum – Cllr. Fred Clark / Cllr. Roger Page Cllr Churchill and Cllr Dods to attend the next meeting and report to the Council meeting in April.</p>	
	<p>5) Public Hall Committee – Cllr. Churchill The management committee is looking to improve the facilities with plans for a possible conservatory and entrance porch. £835 had been raised at a recent lunch.</p>	
	<p>6) Bromyard Downs Common Association – Cllr. Gill Churchill Minutes of the last meeting will be distributed.</p>	
	<p>7) HALC – Cllr Cave At the meeting of 14th March no matters affecting Bromyard were discussed.</p>	
	<p>8) Festivals Association – Cllr. Helen Pettit No meeting. Flyers for the 2018 Festival Programme had been distributed around the town.</p>	
	<p>9) Kempson Players – Cllr Suzette Brunson Cllr. Churchill reported. She thanked the Council for the grant which was used to pay the annual insurance premium. The Probation Service had organised parolees to carry out general maintenance and tidying of the Players. There will be “Music in the Park” on 27th May between 2.00pm and 8.00pm</p>	
17/65	<p>Part 2 Private and Confidential Pursuant to section 1 (2) of the Public Bodies (admission to Meetings) Act 1960 IT WAS RESOLVED that because of the confidential nature of the business to be transacted the public and the press leave the meeting during consideration of confidential minutes 20th February and 20th March 2017 and staffing matters. Unanimously agreed.</p>	

Meeting closed at 9.05pm