



MINUTES OF A MEETING
OF BROMYARD AND WINSLOW TOWN COUNCIL

held on Monday 30th April 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, Lester, Pettitt, Nevin and Smith.

In attendance: Karen Mitchell (Town Clerk- TC)
Barbara Stanway (Deputy Town Clerk- DTC)
Rose Raine (Admin Asst AA)

Ward Members : Cllrs A Seldon (Bromyard West) and N Shaw (Bringsty including Bromyard East)

Police – PC Meek, West Mercia Constabulary

Fire Procedure Read to the meeting

		Action
18/67	Apologies: Cllr Andrews had submitted a request for a 6 month sabbatical due to excessive work commitments. IT WAS RESOLVED to approve a six month sabbatical for Cllr Peter Andrews to commence at the date he last attended a meeting.	TC
18/68	Declarations of Interest and written requests for dispensation: None	
18/69	Public Question Time Cllr Page welcomed the Leader of Herefordshire Council, Cllr Lester, and the Deputy Leader, Cllr Shaw; he congratulated them on their appointment.	
18/70	Policing Matters PC Meek reported	

	<ul style="list-style-type: none"> • on the number of calls received. • Attendance of the Police at the call out of the Air Ambulance on 30th April. • Speed cameras on the by-pass. • Damage to the Old Vicarage roof – will not press charges even though the youths admit to being on the roof. PC Meek to request a review of the case. • CCTV – quality good in day time but not so at night; PC Meek to ask the Crime Risk Advisor to visit to conduct a review. • Korean Cherry – fine of £150 applied; to be paid to Town Council in a lump sum. • Damage to Heritage Centre windows – fine paid in full and money received by Town Council. • Old Street/York Road junction – no recent complaints logged with Police. A request for double yellow lines submitted; parking to be monitored in vicinity. 	<p>PC Meek PC Meek</p>
18/71	<p>Chairman’s Report; He had attended:</p> <ul style="list-style-type: none"> • 13th April appointment of new Sheriff • 22nd April opening of the Heritage Trail. • 14th April Malvern Civic Service • Speed Festival 8th April cancelled due to weather – new date of 13th May set. • The Deputy Mayor had represented the council at Whitegates Care Home on 21st April to celebrate the Queen’s birthday. 	
18/72	<p>Clerks Report: for Info Only</p> <ul style="list-style-type: none"> • Old Vicarage cellar – new pump installed but dye test shows water is re-entering cellar indicating a blockage. Further investigation required. • High level alarm for water needs replacing • Metal padlock on railings to cellar broken twice in a couple of weeks has been replaced. • Member Training – asked members to inform the office of any courses of interest. • New Model Standing Orders received– to be reviewed at the July meeting. • Parish Walk with Locality Steward (20th April) cancelled to be re-arranged for May. Members asked to report any issues to Town Clerk. <p>Condition of pathway alongside road to industrial estate to be investigated. Pathway responsibility of Herefordshire Council Estates and Properties Section not Balfour Beatty though BB likely to be commissioned to perform any repairs required.</p> <ul style="list-style-type: none"> • External Audit – Annual Return to be approved by Council at 25th June meeting and submitted to External Auditor by 2nd July. • Problems with Tenbury Road Car Park logged with Herefordshire Council. 	
18/73	<p>The Minutes of the meeting held on 26th March 2018. IT WAS RESOLVED receive, approve and sign the Minutes of the Meeting of Council held on Monday 26th March 2018 as a true record. The minutes were duly signed by the Chairman.</p>	
18/74	<p>Matters Arising from the Minutes – INFORMATION ONLY 18/62 Acting Town Clerk had written to Herefordshire Council regarding the Traffic</p>	<p>TC</p>

	<p>Management Study; letter to be circulated to members. Composition of Traffic Management Working Group to be reviewed at annual council.</p> <p>18/50 Public Space Protection Orders – not yet implemented, waiting details from HC.</p>	TC
18/75	<p>IT WAS RESOLVED To receive reports of Town Council Committees as per UNRATIFIED Minutes</p> <p>1) Planning & Economic Development Committee – 9th April 2018</p> <p>2) Finance & Properties Committee – 16th April 2018</p>	
18/76	<p>General Data Protection Regulation (GDPR)</p> <p>Members considered a report detailing actions required under the terms of the General Data Protection Regulations due to become law in May 2018. The TC gave details of the actions already taken to ensure compliance with the regulations. Recent reports of discussions in parliament had suggested Town and Parish councils would not be required to appoint an external Data Protection Officer. Members requested advice on the use of personal email accounts when dealing with council business.</p> <p>IT WAS RESOLVED that</p> <p>1) the actions taken to date be endorsed.</p> <p>2) draft policies and procedures to be brought forward at a future meeting.</p> <p>3) the Clerk be appointed as the interim Data Protection Officer.</p>	TC TC TC
18/77	<p>Casual Vacancy – East Ward</p> <p>Herefordshire Council had advised that as no request for an election had been received, Bromyard & Winslow Town Council may co-opt a person to fill the vacancy as soon as practicable in accordance with the Local Elections (Parishes and Communities) Rules 1986.</p> <p>Members considered arrangements for the co-option process.</p> <p>IT WAS RESOLVED to convene a special meeting of full council on Wednesday 16th May at 7.30 to fill the vacancy by co-option.</p>	TC
18/78	<p>Ward Councillor Reports:</p> <p>Cllr. Alan Seldon (Bromyard West)</p> <ul style="list-style-type: none"> • Cllr Seldon is Deputy Leader of the opposition at Herefordshire Council. • Herefordshire Council Corporate Peer Review had highlighted working arrangements between HC and Town & Parish Councils were weak. • Discussed Keepmoat Plans for housing development on the Old Depot site Hereford Road; problems with lack of footpaths could lead to failure of the planning application. • Traffic Management Plan – working with QE School to resolve issues around TopShop. Stressed need to identify priorities. • Members discussed Section 106 money and stressed that the views of Town Council had not been listened to when decisions on what Section 106 money for Porthouse should be spent on. • Proposed 30mph speed limit on by pass – no decision made as yet; recommendation was that 40mph should remain unaltered despite the views of the TC. Clerk to email Leader of HC to seek information on progress of speed limit decision. 	AS TC

	<p>Cllr. Nigel Shaw (Bromyard East)</p> <ul style="list-style-type: none"> • Cllr Clark asked that Cllr Shaw press for additional opening times at Bromyard tip. • Cllr Churchill asked that the Council Tax concession for people with mental health issues be better publicised. 	<p>NS</p> <p>NS</p>
18/79	<p>Earmarked Reserves:</p> <p>At the March meeting of the Finance & Properties Committee members resolved to recommend to Council that the £2,000 Earmarked for a grant which has not been applied for be transferred to the General Grants budget for 2018/19.</p> <p>IT WAS RESOLVED that the £2,000 previously earmarked for a grant which has not been applied for be transferred to the General Grants budget for 2018/19.</p>	<p>DTC</p>
18/80	<p>SLCC membership:</p> <p>At the March meeting of the Finance & Properties Committee members resolved to recommend to Council that the Clerk become a member of the SLCC and that the Council pay the subscription of £233.00.</p> <p>IT WAS RESOLVED that the Clerk become a member of the SLCC and that the Council pay the subscription of £233.00.</p>	<p>TC</p>
18/81	<p>Replacement Cheque:</p> <p>Members discussed a request from Pricepoint Gardening for a replacement to a cheque issued by the now dissolved Joint Burial Committee in the sum of £612.28. The Deputy Clerk could find no record of the cheque being presented and the original had been received in the office. Members of the Burial Committee had considered the matter and resolved to recommend to Council that a replacement payment be made.</p> <p>IT WAS RESOLVED to re-issue the cheque as requested.</p>	<p>RFO</p>
18/82	<p>Quarterly Financial Reports</p> <p>In line with Financial Regulations, members considered the final quarterly reports of 2017/18 namely</p> <ol style="list-style-type: none"> 1) Cash and Investment Reconciliation 2) Income and Expenditure Report by Account Code 3) Receipts and Payments Summary <p>Noted.</p>	
18/83	<p>Policies & Procedures</p> <p>Members reviewed the following policy documents:</p> <ol style="list-style-type: none"> 1) Communications Protocol 2) Complaints Procedure 3) Grievance Procedure 4) Disciplinary Procedure 5) Risk Management Policy and Register 6) Dispensation Policy <p>IT WAS RESOLVED that</p> <ul style="list-style-type: none"> • the Communications Protocol, the Complaints Procedure (subject to typing amendments) and the Dispensation Policy be accepted • the Grievance Procedure and the Disciplinary Procedure be re-examined by 	<p>TC</p> <p>TC</p>

	<p>the Staffing Committee.</p> <ul style="list-style-type: none"> The Risk Management Policy and Register be re-examined following the Ellis Whittam review of Health and Safety, with attention also being given to business and financial risks. 	TC
18/84	<p>Memorial Bench. Members discussed a request to Herefordshire Council from a local resident for permission to place a memorial bench on a public open space situated between Winslow Road, Pear Tree Close and Lower Thorn. Members were concerned that unless adequate provision was made such a bench might eventually become a drain on TC resources</p> <p>IT WAS RESOLVED to support the application to place a memorial bench at the location stated but emphasize the necessity of Herefordshire Council making adequate long term provision for its maintenance, with no future liability on the Town Council.</p>	TC
18/85	<p>Consultations Local government ethical standards: stakeholder consultation The Committee on Standards in Public Life invites responses to its consultation to inform its review of local government ethical standards https://www.gov.uk/government/organisations/the-committee-on-standards-in-public-life The deadline is 5pm on Friday 18th May 2018.</p> <p>National Planning Policy Framework Individual responses are required by 23.45 pm on Thursday 10th May 2018. Visit: https://www.surveymonkey.co.uk/r/NPPFconsultation</p> <p>Unauthorised development and encampments Views are required by 11.45 pm on 15th June 2018 re local authority & Police powers, court processes, trespass, planning enforcement & the provision of authorised sites & impact on the travelling community. Visit Ministry of Housing, Communities and Local Government website. https://www.gov.uk/government/consultations/powers-for-dealing-with-unauthorised-development-and-encampments</p> <p>SURVEY by West Mercia Police https://www.surveygizmo.com/s3/4291757/Town-and-Parish-Council-Survey-2018.</p> <p>The latest Police Newsletter is at: http://mailchi.mp/westmercia/pcc-john-campion-march-update-improving-police-and-fire-collaboration</p> <p>Noted.</p>	
18/88	<p>Reports of Outside Bodies: Council representatives on the following Outside Bodies reported as follows: 1. Chamber of Commerce – Cllr. Pettitt gave an account of recent meetings –</p> <ul style="list-style-type: none"> speaker from the Lynn Barker Folk Festival; discussion on Traffic Management Plan, need to involve Taxi drivers and buses. Art walk weekend. 	

	<p>2. Bromyard Grammar School Foundation - Cllr Cave Grants had been made to students of QE School who have moved on to university.</p> <p>3. Bromyard Relief in Need - Cllr Cave No meeting.</p> <p>4. Market Towns Forum – Cllr Churchill. Previously had discussed the viability and purpose of the Market Towns Forum. A means of communicating with HC officers. Clerk has the minutes if members require copies.</p> <p>5. Public Hall Committee – Cllr Churchill Considering installing a lift and a conservatory to increase usage. Working on GDPR.</p> <p>6. Bromyard Downs Common Association – Cllr. Churchill No meeting</p> <p>7. HALC – Cllr Cave No meeting</p> <p>8. Festivals Association – Cllr Pettit No meeting Speed Festival 13th May 2018-05-01 Bringsty Downs Race 9th June 2018.</p> <p>9 Kempson Players – Cllr Brunsdon Recent issues with vandalism. Work ongoing with lines on football pitch, signage, restoring steps, possible skate park and fund raising.</p>	
18/87	<p>To receive and note any correspondence received. For information only Email from Royal Voluntary Service – offer to send a speaker on the subject of setting up groups/clubs to aid older people in the community.</p> <p>IT WAS RESOLVED to invite the sender to address a future meeting of council Email from secretary of the Public Hall Trustees to inform council the application for a grant to erect a memorial to horses requisitioned during the first war had been cancelled.</p>	TC
18/88	<p>Date of Next Meeting The Annual Meeting of Bromyard and Winslow Town Council will be held on Monday 21st May 2018.</p> <p>Noted</p>	
18/89	<p>Part 2 Private and Confidential Pursuant to section 1 (2) of the Public Bodies (admission to Meetings) Act 1960</p> <p>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.</p> <p>IT WAS RESOLVED to receive the confidential minutes (18/53)of the Finance & Properties Committee meeting 16.04.2018 - Confidential Minute 18/53.</p>	

The meeting closed at 9.16pm