



BROMYARD & WINSLOW TOWN COUNCIL

FULL COUNCIL

Minutes of a meeting held remotely on
Monday 29th March, 2021 at 7pm
via Zoom video conferencing and audio platform

[Local Authorities \(Coronavirus\) \(Flexibility of Local Authority Meetings\) \(England\) Regulations 2020](#)

Minutes C21/24 – C21/37

Members Present: Cllrs S Brunsdon (Chairman), Dr D Dunne-Thomas (Vice Chairman), G Churchill, F Clark, C Davies, M Franklin, D James, L Law, J Lester, R Page, M Stevens.

Officers Present: Karen Mitchell (Town Clerk)
In attendance: Ward Member Cllr Alan Seldon
One member of the press

C21/24 Apologies

Local Government Act 1972 S85 (1)

Apologies were received from Cllr Lady A Collingwood.
Apologies were received from Ward Member Cllr Nigel Shaw.

C21/25 Declarations of Interest and written requests for dispensation

Local Authorities (Model Code of Conduct) Order 2007 SI No. 1159

No written requests for dispensation had been received by the Town Clerk.
No declarations of interest were made.

C21/26 Policing Matters

A report from the local policing team was not available for consideration.

C21/27 Public Question Time

There were no questions.

C21/28 Chairman's Report

Cllr Brunsdon gave her Chairman's Report,

- Attended a virtual meeting of the Bromyard Lions Charter.
- Attended a meeting of the Market Town Investment Plan, at which funding options for the formation of a CIC and the shortlisting of the draft plans were discussed. The deadline for submission of the plans is May 2021.

Cllr Brunsdon explained that before the plans are submitted it would be necessary for the Town Council to undertake public consultation.

C21/29 Town Clerk's Report

The Town Clerk's report had been previously circulated to members.

Initials Date 06.05.2021

The Clerk provided the following updates to her report,

- Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, will not apply to meetings on or after 7th May 2021. Further guidance is expected from NALC via HALC.

The Government has launched a call for evidence (closing date 17th June) to review the pros and cons of these temporary changes and how they worked for local authorities. The Town Council will have the opportunity to submit feedback.

- Parish Summit (30th March) – Cllrs are required to register online.

IT WAS RESOLVED that the Town Clerk's report and updates be noted.

C21/30 Ward Members reports

- Slight delay to the reopening of the HALO Centre as the fire alarm system needs to be replaced.
- 77 Old Road – construction work ceased approximately 2-weeks ago. The developers have assured Herefordshire Council's Planning Department that work will recommence by the end of March. Cllr Seldon will monitor this site.
- Ashfield Way – site has not progressed due to issues with ransom strip; planning application and is expected to expire in July 2021.
- Hereford Road Depot – has been withdrawn from the Development Partnership programme but planning consent is still valid.
- Pencombe Lane site is the only live site going forward and therefore there is pressure on planners to get it delivered.

C21/31 Exclusion of members of the Public and Press

LGA 1972 ss 101, 102

To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted.

IT WAS RESOLVED that there were no items that required the exclusion of the Public and Press.

Cllr Seldon left the meeting.

C21/32 Full Council Minutes

LGA 1972 Sch 12 para 41(1)

1. The Minutes of the Full Council meeting held on 24th February, 2021 were approved as a correct record and signed by the Chairman.
2. The Minutes of the Extraordinary Full Council meeting held on 3rd March, 2021 were approved as a correct record and signed by the Chairman.

C21/33 Committee Minutes**1. Planning & Economic Development Committee**

- 1.1 Minutes of the Planning & Economic Development Committee meeting held on 1st March, 2021.
- 1.2 Minutes of the Planning & Economic Development Committee meeting held on 15th March, 2021.

IT WAS RESOLVED to receive and note the Minutes of the Planning & Economic Development Committee - 1st March and 15th March 2021.

- 1.3 To consider the following Planning & Economic Development Committee recommendations from the meeting held on 15th March:

1.3.1 P21/29 - Planning Application 190111

To commission an independent Highways Engineer Report regarding access issues in respect of Planning Application 190111. (Land at Flaggoners Green south of the A44, west of Panniers Lane, east of Chanctonbury and north of Pencombe Lane Bromyard).

Members considered:

- a) A quotation for the above proposed commission.
- b) A proposal from Cllr R Page to set a budget of up to £4,000 for these works.

Cllr Lester voiced his concerns over the proposal, advising that it is for Herefordshire Council to consider the specifics of each application and to consider concerns raised by local councils, members of the public, before making a final decision.

Cllr Page reminded members that the Town Council had previously sought expert opinion on planning matters, which proved to be successful.

Following discussion, **IT WAS RESOLVED** to accept the quotation and instruct the Clerk to notify the consultant at the earliest opportunity, and, to set a budget of up to £4,000 for these works.

1.3.2 P21/32 East of the Town Car Parking

That negotiations be opened with any private landowners who may have suitable, interim, car parking facilities to the East of the Town Centre.

Members considered this item.

IT WAS RESOLVED to defer this item to the Finance and Properties Committee for initial consideration.

Cllr Lester left the meeting.

2. Finance & Properties Committee

1.1 Minutes of the Finance & Properties Committee meeting held on 8th March, 2021.

IT WAS RESOLVED to receive and note the Minutes of the Finance & Properties Committee meeting held on 8th March, 2021.

1.2 To consider the following Finance & Properties Committee recommendations from the meeting held on 8th March 2021:

1.2.1 F21/26 Financial Controls review

That the following documents, as amended, be approved, and adopted.

- a) Financial Regulations
- b) Management of Internal Control Systems
- c) Internal Financial Controls – Day to Day Procedures

IT WAS RESOLVED to approve and adopt documents a to c.

1.2.2 F21/27 Health & Safety

Renewal of the contract for Health & Safety support from Ellis Whittam Services, commencing 9th April 2021 for a period of 36 months, in the sum of £2,182.20 per annum.

IT WAS RESOLVED to approve the renewal of the contract for Health & Safety support from Ellis Whittam services, for 36 months, in the sum of £2,182.20.

C21/34 Herefordshire Council – Public Green Spaces Community Grant Scheme

The Town Council was advised that it has been successful in its application for a grant from Herefordshire Council's Public Green Spaces Grant Scheme 2020.

Members considered acceptance of:

- 1) The formal Grant Offer (with conditions) of up to £9,504.65 (one off payment).
- 2) The quotation from the Town Council's contractor to carry out grounds maintenance to the additional sites as specified with the grant application, namely: Bramley Orchards; Chestnut Way; Hereford Road; Nunwell Park; Oak Close; Pear Tree Close; Stonehill Drive; Winslow Road.

Members noted that if accepted, the Town Council would be granted a "cultivation licence". The purchase of capital items such as litter bins and benches would be reclaimed from the grant.

In view of the shortness of time, IT WAS RESOLVED to suspend Standing Order 3w to complete the remaining business on the agenda.

IT WAS RESOLVED to accept the formal Grant Offer from Herefordshire Council and to accept the quotation from the Town Council's contractor for grounds maintenance for the additional sites, in the sum of £3,096.50 plus VAT.

C21/35 Elections

The Town Council was advised that the Police & Crime Commissioner Elections and the postponed Bromyard & Winslow by-election(s) will take place on Thursday 6th May 2021(if contested). Polling cards for the Police and Crime Commissioner Election have been sent out and the Town Council election has been included at no cost to the parish.

Members considered whether to have a separate poll cards for the by-election, in which case the Town Council will be charged 100% of the cost.

IT WAS RESOLVED that separate polling cards are not required for the by-election.

C21/36 Outside Bodies

To receive written reports from Councillors who have attended meetings of the following outside bodies:

- a) Bromyard & District Chamber of Commerce & Industry – Cllr James reported verbally.
- b) Bromyard Downs Common Association – no meeting.
- c) Bromyard Grammar School Foundation – no update available.
- d) Bromyard Relief in Need – no meeting.
- e) Festivals Association – no meeting.
- f) HALC Executive – no meeting.
- g) Kempson Players – no update available.
- h) Public Hall Committee – no meeting.
- i) Market Town Forum – no meeting

C21/37 Correspondence

Members noted that a letter from a resident of Kirkham Gardens, who expressed concern regarding the traffic near the square will be referred to the Traffic Management Committee.

There being no further business, the Chairman closed the meeting at 8:10pm

Signed Date 06.05.2021