



## **BROMYARD & WINSLOW TOWN COUNCIL**

### **FULL COUNCIL**

Minutes of a meeting of The Council  
held on Monday 27<sup>th</sup> September, 2021 at 7:00pm in  
The Council Chamber, Council Offices, Bromyard

**Minutes  
C21/79 – C21/94**

Members Present: Cllrs S Brunson (Chairman), Dr D Dunne-Thomas (Vice Chairman),  
G Churchill, F Clark, C Davies, M Franklin, Lady A Hughes, D James,  
L Law, J Lester (part), P Nielsen and M Stevens.  
Officers Present: Karen Mitchell (Town Clerk)  
Public present: 2 Police Officers – Bromyard Safer Neighbourhood Team  
Mr B Ghosh and J Bradley.

The Chairman welcomed all present to the meeting.

#### **C21/79 Apologies**

*LGA 1972 S85 (1)*

Apologies for absence were received from Ward Cllrs Shaw and Seldon.

It was noted that Cllr Lester may join the meeting late.

#### **C21/80 To receive any Declarations of Interest and written requests for dispensations**

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

No written requests for dispensation had been received by the Town Clerk.  
There were no declarations of interest made at this point in the meeting.

#### **C21/81 Policing Matters**

Members received a verbal update from PC Peter Browne in relation to the three Policing Priorities the Council identified, as part of the WM Police Community Charter agreement.

1. Speeding – speed awareness training is due to start soon.
2. Antisocial behaviour (ASB) – Neighbourhood Matters is a new Police initiative aimed at tackling ASB in Herefordshire. The Police have visited local businesses to explain how they could benefit from the initiative. To date the uptake from businesses has been very good.
3. Hate crimes amongst school children – the Police are liaising with local schools to look at safeguarding plans and any current issues.

Cllr Churchill reported several hirers of the Public Hall have witnessed regular instances of ASB from youths gathered outside of the building.

Members thanked the Police Officers for the work they do to help tackle ASB in Bromyard.

#### **C21/82 Public Question Time**

There were no questions.

Initials..... date .....

**C21/83 Chairman's Report**

Cllr Brunsdon gave her report:

Events recently attended/ to be attended: -

- Meeting with Paul Walker (Herefordshire Council's new CEO).
- Attended Dying 2 Drive initiative at Leominster Police Station.
- Attended Bromyard Trefoil Guild County Afternoon and AGM.
- Opened the Kemson Players fete.
- Opened the Stoke Lacy fete.
- Attended a service to mark the Centenary of the Royal British Legion and the 81st Anniversary of the Battle of Britain.
- Met with Nick Wormald who is raising money for Maggs Day Centre in the 100 Challenge.
- Opened the new Foot Clinic in Bromyard.
- Attended the Conquest Theatre fundraising auction.
- Attended the Macmillan Coffee Morning.
- Attended a Thanksgiving Memorial Service in remembrance of Covid victims.
- The Mayor continues to work with the Bromyard Town Development Group.

**C21/84 Town Clerk's Report**

Members received the Town Clerk's report on matters completed and outstanding that may not appear on the agenda.

**IT WAS RESOLVED** to note the Clerk's report.

**C21/85 Ward Members reports**

- Cllr A Seldon – Bromyard West ward
- Cllr N Shaw – Bromyard Bringsty ward

**IT WAS RESOLVED** to note both ward reports which had been circulated to Members by email.

**C21/86 Welcome Back Fund and Great Places to Visit Fund**

The Town Council is invited by Herefordshire Council to apply for up to £110,000 of grant funding from the following funds:

**Welcome Back Fund** – potential grant of up to £20,000 to kickstart the return to highstreets as lockdown restrictions ease.

**Great Places to Visit Fund** – potential grant of up to £90,000 to enable short-term economic, community wellbeing and organisational recovery.

The Chairman invited Mr Bob Ghosh of K4 Architects to make a short presentation to the Council on potential projects for Bromyard which could make the town more attractive to visitors and boost economic tourism.

Following the presentation Members discussed the projects which had been identified. Whilst some concern was raised about similar projects which had failed in the past, it was generally felt that investment in the town should be welcomed and that despite the outcome of previous schemes the Council should not be deterred from applying for the grants.

*Cllr Lester joined the meeting at 8pm.*

**IT WAS RESOLVED** that an application be made to Herefordshire Council for both the Welcome Back Fund and Great Places to Visit Fund.

**It was further RESOLVED** that a budget of £5,000 from the grant funding will be allocated towards the appointment of a Project Manager.

Members expressed their thanks to Mr Ghosh and Ms Bradley for the presentation and for the preparation of the proposal, which was completed voluntarily, on behalf of the town.

**C21/87 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 agenda Item C21/94 be considered in private session in order to consider competitive quotations for the supply of new ticket machines in the Rowberry Street and Tenbury Road car parks.

**C21/88 Full Council Minutes**

*LGA 1972 Sch 12 para 41(1)*

To confirm as a correct record and sign the Minutes of the Full Council meeting held on 26<sup>th</sup> July, 2021.

**IT WAS RESOLVED** that the Minutes of Full Council meeting held on 26<sup>th</sup> July, 2021 be confirmed as a correct record and signed by the Chairman.

**C21/89 Committee Minutes**

**1. Planning & Economic Development Committee**

- 1.1 **IT WAS RESOLVED** to receive and note the Minutes of the Planning & Economic Development Committee meeting held on 2<sup>nd</sup> August 2021.
- 1.2 **IT WAS RESOLVED** to receive and note the Minutes of the Planning & Economic Development Committee meeting held on 6<sup>th</sup> September 2021.

**2. Finance & Properties Committee**

- 2.1 **IT WAS RESOLVED** to receive and note the Minutes of the Finance & Properties Committee meeting held on 9th August, 2021.
- 2.2 **IT WAS RESOLVED** to receive and note the Minutes of the Finance & Properties Committee meeting held on 13<sup>th</sup> September 2021.
- 2.3 Consideration of Finance & Properties Committee recommendation:

**F21/47 – Budget 2021/22**

**IT WAS RESOLVED** that all surplus funds from the 2020/21 budget be carried forward to corresponding budget lines for 2021/22.

Initials..... date .....

**3. Burial Committee**

- 3.1 **IT WAS RESOLVED** to receive and note the Minutes of the Burial Committee meeting held on 20<sup>th</sup> September 2021.
- 3.2 Consideration of Burial Committee recommendation:

**B21/16 – Unmarked Graves**

Following discussion, **IT WAS RESOLVED** to allocate a budget of £5,000 for the workhouse memorial from Burial Earmarked Reserves.

**4. Staffing Committee**

- 4.1 **IT WAS RESOLVED** to receive and note the Minutes of the Staffing Committee meeting held on 28<sup>th</sup> July, 2021.
- 4.2 **IT WAS RESOLVED** to receive and note the Minutes of the Staffing Committee meeting held on 1<sup>st</sup> September 2021.
- 4.3 **IT WAS RESOLVED** to receive and note the Minutes of the Staffing Committee meeting held on 22<sup>nd</sup> September 2021.

**C21/90 External Audit 2020/21**

Members noted that the External Auditors, PKF Littlejohn LLP have completed the review of the Annual Governance & Accountability Return (AGAR) for the year ended 31<sup>st</sup> March 2021 and have issued the External Auditor Report and Certificate.

The Auditor’s final report certifies that:

*On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR) is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.*

**C21/91 Defibrillators**

Members considered taking on responsibility for the Defibrillators in the town.

Cllr Churchill confirmed that most defibrillators in the town are no longer fully operational and that they are not being maintained.

Cllr Clark suggested that an audit is required to assess the status of each defibrillator and whether they require new equipment or maintenance.

**IT WAS RESOLVED** that Cllr Clark undertake an audit of the town’s defibrillators and report his findings to the next meeting of the Finance Committee on 11<sup>th</sup> October.

Initials..... date .....

**C21/92 Outside Bodies**

The following reports were received:

- a) Bromyard and District Chamber of Commerce and Industry – Cllr James attended a meeting at the beginning of September and confirmed the following issues were discussed; shop opening hours, Christmas lights switch on and local bus services. Cllr James announced that he will step down as the committee chairman at the next AGM.
- b) Bromyard Downs Common Association – members noted a written report which was circulated prior to the meeting by Cllr Franklin.
- c) Bromyard Grammar School Foundation – Cllr Dunne-Thomas has not been contacted by the Foundation in regard to a meeting schedule.
- d) Bromyard Relief in Need – Cllr Clark has not received an invitation to attend.
- e) Festivals Association – no meeting.
- f) HALC Executive – Cllr Churchill will circulate a written report via email.
- g) Kempson Players – members noted a written report which was circulated prior to the meeting by Cllr Hughes.
- h) Public Hall Committee – Cllr Churchill confirmed that the committee are currently considering the extension plans and design specification.

**C21/93 Correspondence**

Correspondence received will be considered by the relevant committees.

**C21/94 Car Parks**

Members considered a recommendation from the Finance and Properties Committee to replace the ticket machines in the Rowberry Street and Tenbury Road car parks with new models. Minute F21/75 refers.

The benefits of providing machines with different customer payment options, such as cash, card, telephone or via an app, were considered.

Members would like to understand the cost difference between a card and app payment machines.

**IT WAS RESOLVED** to agree in principle to the purchase of two new mains operated machines, which provide additional customer payment options. Authority was delegated to the Finance and Properties Committee to make a decision between machines with card or app payment options.

All business having been transacted; the meeting closed at 8:50pm

Signed ..... Date .....