



BROMYARD & WINSLOW TOWN COUNCIL

FULL COUNCIL

Minutes of The Full Council meeting
held on Monday 28th February 2022 at 7:00pm in
The Council Chamber, The Old Vicarage,
1 Rowberry Street, Bromyard.

Minutes
C22/20 – C22/34

Members Present: Cllrs S Brunson (Chairman), G Churchill, F Clark, C Davies, M Franklin, Lady A Hughes, D James, L Law, J Lester, P Nielsen, E Nagy, K Patchett, B Quantrill, C Robinson and M Stevens.

Officers Present: Karen Mitchell (Town Clerk)

Public present: Cllr N Shaw, Bromyard Bringsty ward Councillor
Cllr Barry Durkin - Chair of the Armed Forces Covenant Partnership for Herefordshire) and Kate La Barre, (Herefordshire Council's Armed Forces Covenant Partnership Officer
Mr C Dangerfield (Project Manager) Mr B Ghosh & Ms J Bradley (Multi Disciplinary Team (MDT) members) – Bromyard Town Council
Welcome Back and Great Places to Visit Project

C22/20 Apologies

LGA 1972 S85 (1)

Apologies for absence were received from Cllr Dunne-Thomas (personal)

C22/21 Declarations of Interest and written requests for dispensations

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

None declared.

C22/22 Policing Matters

No report available.

C22/23 Public Question Time

No questions raised.

C22/24 Ward Members reports

Cllr N Shaw, Bromyard Bringsty ward

A written report had been circulated to members via email covering Bromyard specific matters and elsewhere in the ward area, including:

- Re-configuration works at Junction of Rowberry Street/Church Road commencing 28th February. Resurfacing, line painting and centre island construction works to commence 7th March 2022.
- Hop Pole planning application not yet considered by planning officer.
- Met with planning officers re pedestrian access improvements at Porthouse Rise development.

In response to a question raised by Cllr Churchill, Cllr Shaw confirmed that Herefordshire Council is taking steps where appropriate to ensure landowners are aware of their riparian responsibility for ditches and drains on their land.

IT WAS RESOLVED to note the Ward Member report.

Initial..... 28.03.22

Bromyard West ward – no report as seat vacant.

C22/25 Armed Forces Covenant

The Chairman welcomed Herefordshire Councillor Barry Durkin (Chair of the Armed Forces Covenant Partnership for Herefordshire) and Kate La Barre, (Herefordshire Council's Armed Forces Covenant Partnership Officer) to the meeting. Members received a short presentation about the Armed Forces Covenant and why it is hoped that the Town Council will join other towns and parish councils in signing up to the covenant. By doing so, the Town Council would:

- Demonstrate support for the local armed forces community
- Commit to signposting members of the Armed Forces community needing support
- Have the opportunity to host Armed Forces Day supported by Herefordshire Council. (Possibly 2024).

Cllr Durkin and Ms La Barre were thanked for their interesting presentation. The Chairman explained that due to time constraints, the Town Council would consider signing up to the Armed Forces Covenant at a future meeting.

Cllr Durkin, and Ms La Barre left the meeting at this point.

C22/26 Welcome Back & Great Places to Visit Fund

The Town Council's Project Manager reported on progress to date in respect of the previously approved Welcome Back & Great Places to Visit Projects. The main priority is to ensure that the project is on track so that the grant funding can be spent by the project deadlines i.e., 31st March for the Welcome Back Funding stream and 30th June for the Great Places to Visit funding stream. The Multi-Disciplinary Design Team (MDT)(K4 Architects), Marketing and PR (Nifty Communications) and Public Realm Improvement teams have now been appointed.

Members of the MDT gave a PowerPoint presentation setting out the key elements of the scheme including:

- Activating alleyways and public spaces with lighting, artworks, and planting
- Wayfinding, information boards, improvement to signage
- Market Square – Outdoor Market and other activities
- Branding, Marketing and Promotion
- Public realm improvements e.g.– re-painting railings and benches, new hanging baskets/planters

Following a short question and answer session, the Chairman thanked the team for attending the meeting and for the informative presentation.

Messrs Dangerfield, Ghosh, and Ms Bradley left the meeting at this point.

C22/27 Chairman's Report

Cllr Brunsdon gave a verbal report to the meeting:

- Attended a tree planting at Brockhampton School
- Bromyard Market Town Investment Plan had been due to be considered by Herefordshire Council on 24th February but had been postponed.

Initial..... 28.03.22

C22/28 Town Clerk's Report

Members received the Town Clerk's written report on matters completed and outstanding.

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

Cllr Shaw left the meeting at this point.

C22/09 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.

No items identified for consideration in private session.

C22/10 Full Council Minutes

LGA 1972 Sch 12 para 41(1)

IT WAS RESOLVED that the Minutes of the Meeting held on 24th January 2022 be confirmed as a correct record and signed by the Chairman.

C22/11 Committee Minutes**1. Burial Committee**

IT WAS RESOLVED to receive and note the Minutes of the Burial Committee meeting held on 10th February, 2022.

2. Finance & Properties Committee

2.1 **IT WAS RESOLVED** to receive and note the Minutes of the Finance & Properties Committee meeting held on 14th February, 2022.

2.2 Members considered recommendations from the Finance & Properties Committee meeting held on 14th February 2022:

F22/08 Internal Audit 2021/22

IT WAS RESOLVED to approve and adopt the interim internal audit report and plan for the year ended 31st March 2022.

F22/14 Grounds Maintenance Contract

IT WAS RESOLVED that the Grounds Maintenance contract for the period 1st April 2022 to 31st March 2023 and 1st April 2023 to 31st March 2025 (conditionally) be awarded to R Wilks in the sum of £17,070 per annum.

3. Traffic Management Committee

3.1 **IT WAS RESOLVED** to receive and note the Minutes of the Traffic Management Committee meeting held on 21st February, 2022.

3.2 Members considered recommendations from the Traffic Management Committee meeting held on 21st February 2022.

TM22/04,1iv – Pump Street Bus Stop Relocation

IT WAS RESOLVED to agree in principle, to funding the bus stop relocation. Prior to taking a final decision to submit the project idea to Herefordshire Council, project costings and a full safety case would be prepared with the assistance of a road safety engineer.

Initial..... 28.03.22

4. Tourism Working Group

4.1 **IT WAS RESOLVED** to receive and note the Reports from the Tourism Working Group meetings held on 14th December 2021 and 11th January 2022.

4.2 Members considered the following recommendations from the Tourism Working Group meeting held on 14th December, 2021.

- a) To approach Herefordshire Council and HALO to investigate the feasibility of a TIC in the Leisure Centre and the reinstatement of lapsed community services.

Following discussion, Cllr Nielsen confirmed that he would be making contact with the Manager of the existing Tourist Information Centre in the near future to discuss the idea.

IT WAS RESOLVED to approve the above recommendation.

- b) That a complete re-vamp of the Town Guide be undertaken as much of the current guide content is out-of-date. (Local Authority Publishing publication)

IT WAS RESOLVED to approve the above recommendation.

C22/13 Queen's Platinum Jubilee - Thursday 2nd to Sunday 5th June

1. Members considered options for commemorative items for school children in the parish. Cllr Law had obtained samples of mugs, money box and keyrings from a local company.

IT WAS RESOLVED to purchase commemorative money boxes for children of primary school age and mugs for high school age children in the parish.

2. **IT WAS RESOLVED** that the Jubilee 'street party' event be held on Saturday 4th June on the Town Green.

C22/17 Outside Bodies

1. Reports were received from Town Council representatives on the following outside bodies:

- a) Bromyard and District Chamber of Commerce and Industry – Cllr James gave a report advising that the Chamber was going from strength to strength.
- b) Bromyard Downs Common Association - Cllr Franklin's written report had been circulated to members.
- c) Bromyard Grammar School Foundation – *no report available*.
- d) Bromyard Relief in Need – *no report available*.
- e) Festivals Association – *Minutes of the last meeting had been circulated to members*.
- f) HALC Executive – *next meeting 10th March*.
- g) Kempson Players – *next meeting 29th February*.
- h) Public Hall Committee – *tenders for the extension had been discussed*.

C22/19 Correspondence

1. Members considered a letter from the Directors of Bromyard Speed Festival regarding proposed arrangements for the 2022 event.

IT WAS RESOLVED to grant permission to the Bromyard Speed Festival to use the unreserved section of Rowberry Street car park from 15:00 on

Saturday 28th to 22:00 Sunday 29th May, and, Tenbury Road car park from 16:00 on Saturday 28th to 22:00 on Sunday 29th May, plus use of the Council Chamber for briefings for the Speed Festival Jubilee event.

2. Bromyard Station Road. Herefordshire Council has advised that works to re-surface the unadopted road are scheduled to take place 10-12 March 2022. Whilst the road will not meet the criteria for formal adoption, however, once work is complete the road will become part of the public realm and will be maintained as if it is adopted.

IT WAS RESOLVED to note this information.

3. To note any other items of correspondence received. None.

The meeting closed at 8:50pm

Chairman Date