



## **BROMYARD & WINSLOW TOWN COUNCIL**

### **FULL COUNCIL**

Minutes of The Full Council meeting  
held on Monday 25<sup>th</sup> April 2022 at 7:00pm in  
The Council Chamber, The Old Vicarage,  
1 Rowberry Street, Bromyard.

Minutes  
C22/52 – C22/70

- 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, E Nagy, K Patchett, B Quantrill, and M Stevens.
- Officers Present: Karen Mitchell (Town Clerk)
- Public present: Project Manager & 5 Members of the Multi-Disciplinary Team (MDT) and Marketing team – Welcome Back and Great Places to Visit Project  
Cllr N Shaw - Bromyard Bringsty ward  
10 Members of the public and press

#### **C22/52 Apologies**

*LGA 1972 S85 (1)*

Apologies for absence were received from Cllr C Robinson (holiday).  
PC Browne – Bromyard Safer Neighbourhood Team, West Mercia Police

#### **C22/53 Declarations of Interest and written requests for dispensations**

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

None declared.

#### **C22/54 Policing Matters**

No report available.

#### **C22/58 Chairman's Report**

Cllr Suzette Brunson brought her Chairman's report ahead of Public Question Time in order to address comments made on social media in respect of item C22/57.

#### **C22/55 Public Question Time**

The editor of Bromyard Info asked if each Councillor would submit a bio to the magazine for publication in the June edition. The Clerk advised that this would be a decision for Councillors to make as individuals.

The Town Mayor responded to questions about the Bromyard Market Town Investment Plan, advising that:

Rose Regeneration (RR) was appointed by Herefordshire Council to write the Plan in 2021. RR consulted with some Councillors and stakeholders at the beginning of the process, after which the Town Council invited town businesses to join the discussion. A steering group is made up of those people who wished to engage with the project.

The Plan was approved by Herefordshire Council Cabinet in March 2022.

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The Mayor responded to questions about the consultation plan and in particular, the branding, for the Welcome Back and Great Places to Visit projects. She advised that public consultation had been planned from the inception, (although this was not a requirement of the funding) and outlined the steps involved in getting to the stage where plans were available for public comment prior to a decision being made by the council.

A resident stated that having done a search on google, it brought up a Town Council website which was out of date. The Town Clerk confirmed that the Council website was up to date but that this anomaly would be investigated.

A resident asked for an update on his request for double yellow lines at the entrance to Kirkham Gardens. The Chairman of the Traffic Management Committee advised that this was still on the on the list of TRO requests.

## **C22/56 Ward Members reports**

Cllr N Shaw - Bromyard Bringsty ward member highlighted a government consultation on charging for the disposal of Household DIY waste. Further information available at: <https://www.gov.uk/government/news/government-announces-new-crackdown-on-fly-tipping>

Cllr C Davies - Bromyard West ward member reported that she had attended various mandatory training sessions for new Councillors and thanked Cllr Shaw and the Bromyard Locality Steward for their support and advice since joining Herefordshire Council. She had been investigating issues with overgrown paths in her ward and the difficulties this causes for mobility scooter users. These issues would be fed back to Balfour Beatty Living Places.

In response to a question about issues with inconsiderate parking in the town centre, particularly at the end of the day, Cllr Shaw advised that he would request additional out of usual times visits by parking enforcement officers.

## **C22/57 Welcome Back & Great Places to Visit Fund**

1. Members of the Welcome Back & Great Places to Visit Multi-Disciplinary Team (MDT) gave a progress report on works to date.

Rachel Collison, Head of Operations at Nifty Communications Ltd talked members through a PowerPoint presentation on the public engagement events including survey results and public comments on the five key areas of the scheme. i.e., wayfinding; monthly market; civic garden; art through the town; logo and branding. The results showed strong support for the overall scheme, with mixed results for branding, specifically the reversed D. Survey results will be available to view on the Town Council website.

Bob Ghosh, Director of K4 Architects gave a Powerpoint presentation on final proposals for the scheme incorporating post consultation changes. These included details of the proposed 'Bushel' range of merchandising products, signage, artworks, civic garden, market and Jubilee Street food event.

The team were congratulated for all their efforts and the public thanked for their interest.

2. Proposal/options for town branding.  
Following discussion on the information received, **IT WAS RESOLVED** to remove the reversed D from primary branding but to use it for secondary items i.e., merchandising.

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**IT WAS FURTHER RESOLVED** to approve the logo designs based on the Norman carvings in the church as a suite of interchangeable logos for merchandising purposes.

**C22/58 Chairman's Report** – *Item brought forward – see above.*

**C22/59 Town Clerk's Report**

The Town Clerk apologised that due to taking annual leave work she had not been able to prepare a written report for the meeting.

**C22/60 Exclusion of members of the Public and Press** *LGA 1972 ss 101, 102*

**IT WAS RESOLVED** that due to the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of agenda item C22/70 – consideration of commercially sensitive quotations received for re-surfacing and re-lining works at Rowberry Street car park. (Refer F22/15 & F22/30 & F22/44)

**C22/61 Full Council Minutes** *LGA 1972 Sch 12 para 41(1)*

**IT WAS RESOLVED** that the Minutes of the Meeting held on 28<sup>th</sup> March 2022 be confirmed as a correct record and signed by the Chairman.

**C22/62 Committee Minutes**

**1. Planning Committee**

**IT WAS RESOLVED** to receive and note the Minutes of the Planning & Economic Development Committee meeting held on 4<sup>th</sup> April, 2022.

**2. Finance & Properties Committee**

2.1 **IT WAS RESOLVED** to receive and note the Minutes of the Finance & Properties Committee meeting held on 11<sup>th</sup> April, 2022.

2.2 Members considered the following recommendations from the Finance & Properties Committee meeting held on 11<sup>th</sup> April, 2022

- i. **F22/40, 6** – That staff salaries, wages, and PAYE/NIC applicable to administration and maintenance staff, based upon contractual obligations, in monthly amounts for the financial year 2022/23 be authorised.
- ii. **F22/40, 7** – That the following direct debit payments be authorised.
  - a. Herefordshire Council non-domestic rates:
    - Room 11: one instalment of 89.63 followed by 9 monthly instalments of 94.00
    - Room 12: one instalment of 93.10 followed by 9 monthly instalments of 95.00
    - Room 13: one instalment of 51.14 followed by 7 monthly instalments of 54.00
    - Room 24: one instalment of 54.65 followed by 9 monthly instalments of 62.00
    - Room 25: one instalment of 54.65 followed by 9 monthly instalments of 62.00
    - Room 27 (Council chamber): one instalment of £227.45 followed by 9 monthly instalments of 227.00

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- Rowberry St. car park & premises: one instalment of 235.20 followed by 9 monthly instalments of 240.00
  - Reserved car park: one instalment of 99.80
  - Tenbury Rd. car park & premises: One instalment of 435.30 followed by 9 monthly instalments of 434.00  
(Herefordshire Council has advised that the above demands do not include transitional relief and/or supporting small business relief. Revised bills are expected to be issued in July)
- b. Welsh Water – water services at Council complex, public toilets, cemetery: variable amounts
  - c. Herefordshire Council waste collection (green bins & recycling) for Complex – 4 equal payments of £235.43
  - d. Herefordshire Council waste collection (green bins) for Cemetery – 4 equal payments of £163.35
  - e. Biffa Municipal green waste collection monthly instalment of 5.17
  - f. West Mercia Energy – Electricity and Gas (all properties) variable amounts; Parish lamps – variable amounts
  - g. Talktalk – Broadband and telephone calls - monthly payments of under £40.00
  - h. Lloyds Bank – monthly payment of bank charges
  - i. Information Commissioner – Data protection fee: annual payment of 35.00
  - j. Public Works Loan Board – Loan repayments: two payments of £8,987.89 and two payments of £8,829.08

**IT WAS RESOLVED** to approve the above recommendations listed at items 2.2, i and ii.

### 3. Staffing Committee

- 3.1 **IT WAS RESOLVED** to receive and note the Minutes of the Staffing Committee meeting held on 11th April, 2022.

### 4. Tourism Working Group

- 4.1 **IT WAS RESOLVED** to receive and note the Report from the Tourism Working Group meeting held on 22<sup>nd</sup> March 2022.

- 4.2 Members considered the following recommendation from the Tourism Working Group meeting held on 22<sup>nd</sup> March 2022

To expand the Tourism Working Group membership from four to seven.

**IT WAS RESOLVED** to approve the recommendation to expand the Tourism Working Group membership from four to seven.

### C22/63 Accounts for Scrutiny

In accordance with internal controls in respect of invoices above the value of £2,500, the Finance & Properties Committee recommend payment of the following invoice.

Company Name	Description	Net	VAT	Total
K4 Architects	Welcome Back/ Great Places to Visit project – MDT contract	5,000.00	1,000.00	6,000.00

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**IT WAS RESOLVED** to approve payment of the above invoice.

**C22/64 Membership of HALC**

Members considered the renewal of the Council's annual membership to HALC. The yearly subscription for the period 01/04/2022 – 31/03/2023 is £1,863.98 + VAT. (This association is very supportive and offers many training courses for both councillors and officers)

**IT WAS RESOLVED** to approve the renewal of the Council's annual membership to HALC in the sum of £1,863.98 + VAT.

**C22/65 Herefordshire County Business Improvement District (BID)**

Members received information on the Herefordshire County Destination BID and to considered possible membership. The BID board of Directors feel that it is very important to have representation from the market towns and require one market Town Council to stand on the board. To be eligible to stand as a director the Town council will first need to become a member. Each town council can become a member of the BID company for the minimum cost of £240.

Further information is available at <https://herefordshirecountybid.co.uk/>

**IT WAS RESOLVED** that the Town Council apply to become member of the Herefordshire County Destination BID and that Cllr Franklin be put forward as a candidate to serve on the board of Directors.

**C22/66 Bromyard Extraordinary Towns Maintenance Fund**

Members considered a list of collated responses from Councillors in respect of priorities for town maintenance schemes. (Minute C22/48 refers)

Amounts allocated to Bromyard are £350K for 2022/23 and £200K for 2023/24. This money is to be spent on town maintenance and will be delivered by BBLP.

Following discussion, **IT WAS RESOLVED** that any duplicates be removed and the final list be sent in to Balfour Beatty.

**C22/67 Queen's Platinum Jubilee - Thursday 2nd to Sunday 5th June**

Cllr Law gave an update on plans for the Jubilee.

- Commemorative money boxes have been received.
- Bunting to be erected in time for the Town Criers Festival.
- Bromyard Community Arts doing a children's jubilee event.
- The Queen's Platinum Jubilee Beacon Trail packs have been ordered and venues identified.

**C22/68 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 provided a written report.
- b) Bromyard Downs Common Association – Cllr Law provided a written report.
- c) Bromyard Grammar School Foundation – next meeting Thursday 28<sup>th</sup> April.
- d) Bromyard Relief in Need – *no meeting*.
- e) Festivals Association – *no meeting*.
- f) HALC Executive – *no meeting*.

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- g) Kempson Players – *no meeting*.
- h) Public Hall Committee – AGM to be held 2ndThursday in June.

**C22/69 Correspondence**

None.

*The meeting moved into private session as per the resolution at C22/60.  
The public and press were instructed to leave the chamber at this point.*

**C22/70 Car Parks**

Members considered the Finance & Properties Committee’s recommendation in respect of quotations received for re-surfacing and re-lining works at Rowberry Street car park. (Refer F22/15 & F22/30 & F22/44)

Cllr Franklin talked members through the tender process. A total of four quotations had been received.

Following discussion, **IT WAS RESOLVED** to accept the quotation from Cheltenham Surfacing Co. Ltd in the sum of £58,975 + VAT.

It was noted that a deposit of 35% will be required upfront.

The being no further business to transact, the Chairman closed the meeting at 8:52pm.

Chairman ..... Date .....