



BROMYARD & WINSLOW TOWN COUNCIL

FULL COUNCIL

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

Minutes
C22/104 – C22/124

Members Present: Cllrs Dr D Dunne-Thomas (Chairman), M Franklin, (Vice Chairman), G Churchill, S Brunsdon, F Clark, C Davies, L Holman, Lady A Hughes, D James, L Law, J Lester, E Nagy, K Patchett and M Stevens.

Officers Present: Karen Mitchell (Town Clerk)

The fire and evacuation procedure was read to the meeting.

C22/104 Apologies

LGA 1972 S85 (1)

Apologies for absence were received from Cllrs Quantrill (personal) and Robinson (holiday).

Referring to C22/108 Cllr Shaw, Herefordshire Councillor for the Bromyard Bringsty Ward had tendered his apologies for absence due to ill health.

C22/105 Declarations of Interest and written requests for dispensations

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

Cllr Dr Dunne-Thomas declared an 'other' interest in agenda item C22/119,3 as a resident of Frog Lane.

C22/106 Policing Matters

No report available.

C22/107 Public Question Time

A local resident spoke about a meeting she had attended with representatives of Welsh Water regarding phosphates and development within the River Lugg catchment area. She stated that Bromyard was not included in Welsh Water's 5yr Development Plan due to the absence of a Neighbourhood Development Plan for the parish. Cllr Lester explained that Herefordshire Council had signed off on a phosphate mitigation scheme which will allow developers to purchase 'phosphate credits' to offset the impact of development and help unlock the moratorium on housing development in some areas of the county. Credit funds will be put towards mitigating measures to address the phosphate issue e.g. creating new wetlands. Anyone with planning applications that have been held up due to the phosphates issue are advised to contact Herefordshire Council's planning department to seek further advice on the possibility of purchasing phosphate credits to move their applications forward.

A representative of the People's Project spoke about their planting proposals for St. Peter's Churchyard, the Riverside Walk, and on the A44 Bypass with the intention of making the town even more attractive for residents and visitors. Agenda item C22/117 refers.

Cllr Dr Dee Dunne-Thomas proposed that agenda item C22/117 be moved forward to before C22/110. Agreed.

C22/108 Ward Members reports

Cllr N Shaw - Bromyard Bringsty ward – Apologies submitted due to ill-health. Cllr Shaw reported via the Town Clerk that a continuation of resurfacing works on the A44 are in the pipeline for next year, to continue down the hill past the petrol station from the end of Pump Street.

Cllr C Davies - Bromyard West ward reported that in addition to works on the A44, road re-surfacing would also be carried out from Stonehill Crescent to the A465 towards the nursing home. She went on to give summary of her activities at county level including attendance at meetings and helping residents with their concerns.

C22/109 Great Places to Visit

1. Members received a verbal report on progress to date in respect of the work packages for the previously approved Great Places to Visit Project. Works were moving ahead as planned and it was anticipated that the project would be finished by the 15th September. A project completion event would be held including a tour around the town for people to view the project results.
2. Members considered 4 design options for replacement banners on the A44, using the town's new branding designs.

Following discussion, **IT WAS RESOLVED** that subject to the necessary permissions being obtained, option 3 be approved with the following amendment: to change the wording 'Independent' to 'Independent Traders'.

The following item was moved forward for discussion.

C22/117 The People's Project

Members considered a request from The People's Project seeking approval for planting projects that they would like to undertake around the town. (Copies having been circulated) Item referred to Full Council by the Properties Committee for discussion. Minute PR22/11 refers.

Whilst members were generally supportive, some questions were about raised about 3rd party permissions and the long-term sustainability and implications. The People's Project representatives were thanked for attending the meeting and were asked to come back with a detailed proposal for consideration at a future meeting.

C22/110 Chairman's Report

Members received a written report from the Chairman detailing events and meetings she had attended since the last meeting. In addition, the Chairman reported that she had spoken to the Manager of Lloyds Bank regarding the planned closure of the bank in October 2022.
Noted.

C22/111 Town Clerk's Report

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

C22/112 Exclusion of members of the Public and Press*LGA 1972 ss 101, 102*

IT WAS RESOLVED that if any detailed discussion of agenda item C22/114, 5.2 – (recommendation from Burial Committee) is required then the meeting will go into private session. Reason: commercially sensitive quotations for works to the Garden of Peace. Due to the sensitive nature of the business, the public and the press will be asked to leave the meeting at that point.

C22/113 Full Council Minutes*LGA 1972 Sch 12 para 41(1)*

IT WAS RESOLVED to confirm as a correct record and sign the Minutes of:

- 1) The Annual Council meeting held on 23rd May 2022.
- 2) The Re-convened Annual Council meeting held on 30th May 2022.
- 3) The Extraordinary Council meeting held on 21st June 2022.

C22/114 Committee Minutes**1. Planning & Economic Development Committee**

IT WAS RESOLVED to receive and note the Minutes of the Planning & Economic Development Committee meetings held on 6th June and 4th July, 2022.

2. Finance Committee

2.1 **IT WAS RESOLVED** to receive and note the Minutes of the Finance Committee meeting held on 13th June, 2022.

2.2 **IT WAS RESOLVED** to approve the following recommendations from the Finance Committee meeting held on 13th June 2022.

- F22/68 Internal Audit
 - 1) to accept the final Internal Audit report for 2021/22.
 - 2) that Greendawn Accounting be re-appointed to carry out the internal audit programme for 2022/23.
- F22/69 Budget 2022/23
 - 1) that the identified underspends from the 2021/22 budget be carried forward to corresponding budget lines for 2022/23.
 - 2) that the unspent sum of £5,000 for Staffing Contingency from the 2021/22 budget be moved to ear-marked reserves.
- F22/70 Land Disposal
 - 1) that the net proceeds from the sale of land at Tenbury Road in the sum of £9296.00 be moved to earmarked reserves.

3. Properties Committee

3.1 **IT WAS RESOLVED** to receive and note the Minutes of the Properties Committee meeting held on 11th July 2022.

3.2 **IT WAS RESOLVED** to approve the following recommendations from the Properties Committee meeting held on 11th July 2022.

- PR22/06 Tree works
To accept the quotations for items 1-4 in the total sum of £2,770 plus VAT.
- PR22/08 Building Condition Report
to commission a new Schedule of Condition (Building Condition) report for Town Council Properties.

4. Traffic Management Committee

- 4.1 **IT WAS RESOLVED** to receive and note the Minutes of the Traffic Management Committee meeting held on 18th July 2022.

5. Burial Committee

- 5.1 **IT WAS RESOLVED** to receive and note the Minutes of the Burial Committee meeting held on 20th July 2022 and to consider any recommendations contained therein.
- 5.2 **IT WAS RESOLVED** to approve the following recommendations from the Burial Committee meeting held on 20th July 2022.
- B22/27 Garden of Peace Project
To accept Quotation B (Confidential summary sheet to be circulated).
 - B22/28 Unmarked Graves Memorial Sculpture
to install the memorial sculpture in the Garden of Peace, as it will be easily accessible to all visitors and will provide an impressive focal point for the garden, and, to install a smaller memorial stone on the workhouse burial, which will reference the location of the memorial sculpture.
 - B22/29 Plot Provision
to permit single burial plots only, in the upper part of the cemetery, near the cremation beds.

C22/115 Accounts for Scrutiny

1. In accordance with internal controls in respect of invoices above the value of £2,500, members were requested to review the following invoices and confirm payment.

Company Name	Description	Net	VAT	Total
Cheltenham Surfacing	Balance for re-surfacing Rowberry Street car park	39,858.75	7,971.75	47,830.50
Nifty Communications Ltd.	GPV - website development	3500.00	700.00	4200.00

IT WAS RESOLVED to approve payment of the above invoices.

2. Members reviewed the following invoices requiring payment before the next scheduled Finance meetings.

Company Name	Description	Net	VAT	Total
Citizens Advice Worcester	Weekly outreach service Jul-Sept 22	2500.00	0.00	2500.00
Pitbitz Limited	GPV – 4 x gazebos for Sunday market	1211.50	242.30	1453.80
R Wilks	Grounds maintenance June	1422.50	284.50	1707.00

IT WAS RESOLVED to approve payment of the above invoices.

C22/116 Subscriptions

Following the end of a year's free subscription, members considered signing up as a full member of the Rural Services Network in the sum of £72 for a year's subscription. <https://www.rsnonline.org.uk/>

IT WAS RESOLVED to renew the Council's subscription to the Rural Services Network in the sum of £72.

C22/117 The People's Project

Agenda item discussed earlier in the meeting. See page 2 of Minutes.

C22/118 Armed Forces Covenant

Members were requested to consider signing up to The Armed Forces Covenant. A template document was circulated for discussion. Members felt that some of the pledge wording was a little ambiguous and need further explanation.

Following discussion, **IT WAS RESOLVED** That the Council agree to sign up to The Armed Forces Covenant, but that consideration of the wording be deferred until the next Full Council meeting.

C22/119 Extraordinary Town Maintenance Fund

Members were requested to consider the following additional items for inclusion in previously agreed list:

- Extension of 30mph along A465 towards Hereford to include the Hope Centre.
- Stopping-up of Frog Lane at its junction with Broad Street
- Installation of a disabled parking bay opposite Lloyds Bank in High Street.

IT WAS RESOLVED that the following additional items be included in the Extraordinary Towns Maintenance Fund listing.

- Extension of 30mph along A465 towards Hereford to include the Hope Centre.
- Stopping-up of Frog Lane at its junction with Broad Street

C22/120 Quarterly Reports

IT WAS RESOLVED that the following quarterly reports be received and noted:

- a) Cash & Investment Reconciliation
- b) Receipts & Payments Summary report
- c) Income & Expenditure Report by Account code.

C22/121 Casual Vacancy

It was noted that a casual vacancy has arisen following the resignation of Paul Geoghegan on 27th June, 2022.

If a request for an election is not received by the deadline of Wednesday 27th July, then Bromyard and Winslow Town Council will be able to co-opt a person to fill the vacancy. If there is an election, it will take place not later than Thursday, 29th September 2022.

C22/122 Citizens Advice Herefordshire (Part of Worcester CAB & WHABAC)

Members were circulated with a Report for the outreach service for April – March 2022.

IT WAS RESOLVED that the Report be received and noted.

C22/123 Outside Bodies

1. To receive written reports from Councillors who have attended meetings of the following outside bodies:
 - a) Bromyard and District Chamber of Commerce and Industry – *Cllr Robinson - no report available.*
 - b) Bromyard Downs Common Association - *Cllr Franklin provided a written report.*
 - c) Bromyard Grammar School Foundation - *Cllr Dunne-Thomas (no meeting)*
 - d) Bromyard Relief in Need - *Cllr Dunne-Thomas gave a verbal report.*
 - e) Festivals Association – *Cllr Brunsdon – no meeting.*
 - f) HALC Executive - *Cllr Churchill gave a verbal report.*
 - g) Kempson Players – *Cllr Patchett gave a verbal report.*
 - h) Public Hall Committee - *Cllr Churchill gave a verbal report.*
2. Members considered a request from Sarah Eardley CEO, for a Councillor to be appointed to attend meetings of ‘Hope For Children and Their Families’ (The Hope Centre).

IT WAS RESOLVED that Cllr Clark be appointed to attend meetings of ‘Hope For Children and Their Families’ on behalf of the Town Council.

C22/124 Correspondence

Correspondence received:

- Hereford & Worcester Fire & Rescue Service - Annual Service Review and Plan. (Copies circulated by email only). **Noted.**
- Herefordshire Council is currently undertaking a review of tree planting within the market town centres and is planning to visit Bromyard to walk the centre and agree potential planting locations, with a view to planting in the autumn. The Town Council is requested to nominate representatives to attend. Potential dates: 18,19, 22-24 August.

IT WAS RESOLVED that Cllrs Churchill and Patchett attend on behalf of the Council.

- The feasibility study for the Herefordshire section of the Worcester Bromyard Leominster Greenway has been completed. The Chairman of the Worcester, Bromyard Leominster Greenway CIC has requested to give a presentation to members at the October Full Council meeting.

There being no further business to transact, the Chairman closed the meeting at 8:46pm.

CHAIRMAN

DATE