



BROMYARD & WINSLOW TOWN COUNCIL

FULL COUNCIL

Minutes of The Full Council meeting
held on Monday 24th October 2022 at 7:00pm in
The Council Chamber, The Old Vicarage,
1 Rowberry Street, Bromyard.

Minutes
C22/131 – C22/153

Members Present: Dr D Dunne-Thomas (Chairman), M Franklin, (Vice Chairman),
G Churchill, F Clark, C Davies, L Holman, Lady A Hughes, D James,
L Law, B Quantrill and C Robinson.

Officers Present: Karen Mitchell (Town Clerk)

Also present: Cllr N Shaw, ward member for Bromyard Bringsty and 1 member of the
public.

The fire and evacuation procedure was read to the meeting.

C22/131 Apologies

LGA 1972 S85 (1)

Apologies for absence were received from J Lester (holiday), K Patchett and
M Stevens (illness).

The Chairman informed the meeting that Cllr Edina Nagy had resigned from the
Council with immediate effect due to her university commitments. Members
expressed their thanks for her valuable contributions to the Council.

C22/132 Declarations of Interest and written requests for dispensations

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

Cllr Law declared the following interests as a tenant of The Old Vicarage:

- C22/141 - Other Registrable Interest in PR22/124
- C22/141 - Disclosable Pecuniary Interest in PR22/126
- C22/153 - Disclosable Pecuniary Interest

Cllr Hughes declared a Disclosable Pecuniary Interest in Item C22/153 as a
tenant of The Old Vicarage.

C22/133 Presentation

Mr Tom Fisher, Chairman of the Worcester Bromyard Greenway Community
Interest Company (CIC) gave a presentation on the Greenway project and spoke
about the completed feasibility study for the Herefordshire section (copies having
been circulated).

The aim of the project is to open up a 30km multi-user travel route along the
former railway line (where possible) between Bromyard and Leominster,
accommodating pedestrians, cyclists and horse riders. An alternative route
through Bromyard town centre was being explored by the CIC as this could bring
greater benefit to businesses through passing trade.

Potential benefits include improved physical and mental wellbeing, creation of
jobs and increased tourism.

Costs for the construction of the Greenway is estimated at £6.6 million, however, a cost benefit analysis shows that that the potential benefits outweigh costs by a ratio 5:1.

The next stage of the project will be to engage with landowners regarding permissions.

Further information is available on the Worcester Bromyard Leominster Greenway website: <https://wblgreenway.org.uk/>

Following a question-and-answer session, Mr Fisher was thanked for his informative presentation after which he left the meeting.

C22/134 Policing Matters

A written report from PCSO Sue Berrett had been circulated to members ahead of the meeting. Concern was raised about the continued lack of a permanent police constable for Bromyard.

Following discussion, **IT WAS RESOLVED** to write to the West Mercia Police and Crime Commissioner John Campion, expressing concern about the absence of a Police Constable for Bromyard and to ask the Police what can be done to encourage people to report crime.

C22/135 Public Question Time

None.

C22/136 Ward Members reports

Cllr N Shaw, ward member for Bromyard Bringsty was thanked for his written report which had been circulated to members prior to the meeting. Members were appreciative of the detailed information contained therein particularly as it is often difficult to find information about important decisions being considered at County level via the Herefordshire Council website. Cllr Shaw will feed this concern back to the Council.

Cllr C Davies, ward member for Bromyard West apologised to members for a technical error in emailing her report out and advised that she would re-send it following the meeting.

Noted.

C22/137 Chairman's Report

The Chairman of the Council had circulated a written report to members ahead of the meeting.

In addition, the Chairman reported that earlier in the day she and Cllr Davies had bid farewell to staff at Lloyds Bank as the only bank left in Bromyard closed for the last time.

The Chairman expressed gratitude to the Town Council for awarding a grant for Warm Spaces in Bromyard and informed members that the facility should be up and running by 9th November.

Noted.

C22/138 Town Clerk's Report

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

Noted.

C22/139 Exclusion of members of the Public and Press

LGA 1972 ss 101, 102

IT WAS RESOLVED that due to the sensitive nature of the business, the public and the press will be asked to leave the meeting at agenda item C22/153.

Reason: Consideration of rental valuation and review of tenant rents.

C22/140 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 Full Council meeting held on 25th July, 2022.
2. The Extraordinary Full Council meeting held on 26th September 2022.

C22/141 Committee Minutes

1. Planning & Economic Development Committee

- 1.1 **IT WAS RESOLVED** to receive and note the Minutes of the Planning & Economic Development Committee meetings held on 1st August, 5th September and 3rd October 2022.

Referring to P22/56 Herefordshire Town Centre and Retail Assessment (5.09.22). Members were advised that the closing date for receipt of comments had passed.

- 1.2 Members considered the following recommendation from the Planning & Economic Development Committee meetings held on 1st August 2022.

- P22/49 Bromyard Development Plan

That members once again consider whether to undertake a Neighbourhood Plan for the town. If necessary, Mrs Lynda Wilcox (HALC CEO) should be invited to provide further information to all members and to the wider public.

IT WAS RESOLVED that Herefordshire Council's Neighbourhood Planning Manager be invited to an extraordinary meeting of the Council to provide information on what's involved in producing a Neighbourhood Development Plan.

2. Finance Committee

- 2.1 **IT WAS RESOLVED** to receive and note the Minutes of the Finance Committee meeting held on 10th October 2022.

- 2.2 Members considered the following recommendation from the Finance Committee meeting held on 10th October 2022.

- F22/82 Investment Strategy

To approve and adopt the draft Investment Strategy.

IT WAS RESOLVED to approve and adopt the draft Investment Strategy, as presented.

- 2.3 Investment Proposal

Following the adoption of the Investment Strategy, Cllr Franklin, Chairman of the Finance Committee, proposed the following guidelines for the Responsible Financial Officer (RFO) regarding investment of Council funds:

- That £85k be placed on deposit in 2 separate accounts with other banks (total of £170k) for a fixed term of 1 year.
- That £150-£160k be retained at Lloyds bank, split between the Current and Savings accounts to allow easy access to money.
- That any residual balance to be placed with CCLA Investment Management Ltd.

IT WAS RESOLVED that the RFO be authorised to make the above deposits.

3. Properties Committee

- 3.1 **IT WAS RESOLVED** to receive and note the Minutes of the Properties Committee meeting held on 17th October 2022.

Cllr Law left the chamber during discussion of the next item (See Minute ref: C22/132)

- 3.2 Members considered the following recommendations from the Properties Committee meeting held on 17th October 2022.

- PR22/24 Building Condition Report
To accept the quotation from Chris Sheppard in the sum of £5,150 plus VAT
- PR22/26 Refurbishment works at Old Vicarage
To accept the quotation from CJ Bayliss in the sum of £18,028.05 plus VAT, but to confirm the accessible additions to the ground floor bathroom.

IT WAS RESOLVED to approve recommendations PR22/24 and PR22/26.

Cllr Law rejoined the meeting.

4. Burial Committee

- 4.1 **IT WAS RESOLVED** to receive and note the Minutes of the Burial Committee meeting held on 3rd October 2022.
- 4.2 Members considered the following recommendations from the Burial Committee meeting held on 3rd October 2022.
- B22/38 Garden of Peace Project
to rename the Peace Garden as The Queen Elizabeth II Memorial Garden, subject to approval from the relevant body.

The Chairman informed members that via the Deputy Lord Lieutenant of Herefordshire, it had been confirmed by Buckingham Palace that use of the late Queen's name may not be used without the consent of The Monarch. It was understood that this would be extremely difficult to achieve. The late Queen had however, authorised use of the term 'Jubilee' or 'Platinum Jubilee' for any projects to be started this year.

In the light of this information, **IT WAS RESOLVED** to reject the recommendation B22/38 and to keep the name as 'The Garden of Peace'.

- **B22/35 Water Supply**
To accept the quotation from Wye Water Services for the installation of a new 25mm water supply at the turning circle and to approve a verbal quotation of £1,500 for an additional tap at the cremation beds subject to confirmation in writing.

IT WAS RESOLVED to approve recommendation B22/35.

5. Traffic Management Committee

- 5.1 **IT WAS RESOLVED** to receive and note the Minutes of the Traffic Management Committee meeting held on 17th October 2022.

Referring to TM22/21v.b. it was noted that the speed limit on the section of road between Clover Road and Lower Westfields was in fact 30mph rather than 40mph as per the Minutes. The recommendation not to support the installation of a pedestrian crossing in this location was due it being an HGV route and therefore impractical rather than because of the speed limit.

At this point Cllr Franklin declared an 'other' interest in TM22/21v.b and left the meeting for the duration of the following agenda item

- 5.2 Members considered the recommendations from the Traffic Management Committee meeting held on 17th October, 2022, as contained within the above Minutes.

IT WAS RESOLVED to approve all recommendations contained within Minutes TM22/21 to TM22/24.

The meeting was suspended at 8:27pm for a short comfort break and resumed at 8:30pm

6. Outdoor Market Working Group

- 6.1 **IT WAS RESOLVED** to receive and note the Notes from a meeting of the Outdoor Market Working group held on Tuesday 18th October 2022.

- 6.2 Members considered the following recommendation from the above meeting.

That: The management of the outdoor market is outsourced to an external person or group.

IT WAS RESOLVED that the management of the outdoor market be outsourced to an external person or group.

C22/142 Invoices for scrutiny

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

Invoices		Net	Vat	Total
Rob Wilks	Floral Decorations supply, watering, erect /takedown	6889.63	1377.93	£8267.56

2. To review and confirm payment of the following invoices which were received after the Finance Agenda had been distributed.

Company Name	Description	Net	VAT	Total
Freeman Bookkeeping & Accounts Ltd	Payroll April to September 2022	240.00	0.00	240.00

Worcester CAB & WHABAC	Provision of weekly outreach service October to December 2022	2500.00	0.00	2500.00
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IT WAS RESOLVED to approve payment of invoices as listed at items 1 & 2.

C22/143 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.

C22/144 Grants

Members considered a request from Bromyard Community Arts for permission to use an underspend of £64.03 received from the Town Council for the Artwalk 2022 towards the Christmas Lantern procession. Refer Minute F22/67 and F22/83.

IT WAS RESOLVED that permission be granted.

C22/145 Committee Membership

Following the resignation of Mrs Brunsdon, a vacancy now exists on the Finance Committee. Members considered appointing a temporary member to serve on the Committee until such time as the casual vacancy is filled.

IT WAS RESOLVED that Cllr Dee Dunne-Thomas serve on the Finance Committee a temporary member such time as the casual vacancy is filled.

C22/146 Bank Mandate

IT WAS RESOLVED to appoint Cllr Ann Hughes as a bank signatory to replace former Councillor Suzette Brunsdon.

C22/147 Armed Forces Covenant

At the July Full Council meeting, Members resolved to sign up to the Armed Forces Covenant but to defer consideration of the document wording to allow clarification to be sought on the meaning of some of the pledges contained therein. A revised Covenant template containing the information provided by the Armed Forces Covenant Partnership Officer had been circulated to members with the agenda.

Following discussion, **IT WAS RESOLVED** to approve the pledges contained withing the Covenant document as presented.

IT WAS FURTHER RESOLVED that the Covenant be signed at the Mayoral Civic Service in March 2023.

C22/148 External Audit 2021/22

The External Auditors, PKF Littlejohn LLP have completed the review of the Annual Governance & Accountability Return (AGAR) for the year ended 31st March 2022 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.'

IT WAS RESOLVED that this be noted.

C22/149 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 Davies to circulate the Minutes of the meeting held on 23.10.2022 for members' information.
 - b) Bromyard Downs Common Association - Cllr Franklin was unable to attend the last meeting but will circulate the Minutes for information once received.
 - c) Bromyard Grammar School Foundation – No meeting.
 - d) Bromyard Relief in Need - Cllr Dunne-Thomas advised that funding application had been considered and decided upon.
 - e) Festivals Association – No Report available.
 - f) HALC Executive - Cllr Churchill had been unable to attend due to short notice of meeting.
 - g) Kempson Players – No Report available
 - h) Public Hall Committee – No meeting.
 - i) Hope For Children & Their Families – No meeting.

C22/150 Welcome Back & Great Places to Visit Projects

IT WAS RESOLVED to receive and note the final project report for the Welcome Back and Great Places to Visit Projects.

C22/151 Casual Vacancy

A casual vacancy has arisen following the resignation of Suzette Brunson on 28th September 2022

If a request for an election is not received by the deadline of Tuesday 8th November, 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 Friday 13th January 2023.

IT WAS RESOLVED to note this information.

C22/152 Correspondence

IT WAS RESOLVED to note the following items of correspondence:

1. Herefordshire County BID – Town Council's BID Board representative.
The Town Council has been notified Councillor Ed O'Driscoll from Ross Town Council has been selected to represent all five of the Town Councils on the BID Board. The BID's first term will be 5 years with the Town Council representation lasting 1 year, in the hope that each Town Council will have an opportunity to sit on the board.
2. Core Strategy and Neighbourhood Planning
 - a) Parish Council Update on 'The Role of Neighbourhood Planning within and alongside the new Local Plan 2021-2041. Copy herewith.
 - b) Frequently Asked Questions document.
3. Update from the People's project team on the planting taking place at Nunwell Park.

4. The next Bromyard and Surrounds Talk Community Network meeting will event to be held on Thursday 27th October 10am to 12pm at the Hope Centre.

*In order to complete the remaining business on the agenda, **IT WAS RESOLVED** to suspend Standing Order 3w (A meeting shall not exceed a period of 2 hours) for a maximum of 10 minutes.*

As per the resolution at C22/139, the meeting moved into private session and the public and press were instructed to leave the chamber.

Cllr Churchill left the meeting at this point.

Having declared a Disclosable Pecuniary Interests in agenda item C22/153, Cllrs Hughes and Law (refer Minute ref C22/132) left the meeting.

C22/153 Office Rent Review

Review of rental charges for The Heritage Centre. Referred to Full Council by the Properties Committee - Minute PR22/27 refers.

The Clerk outlined the results of the recent independent rental valuations for both the Old Vicarage and the Heritage Centre and compared these to the current rental charges. A letter had been received from the current tenants of the Heritage Centre regarding the future use of the Heritage Centre. It was agreed that these matters would need to be considered in tandem.

Following discussion, **IT WAS RESOLVED** that The Chairman and Vice Chairman of the Council and the Town Clerk meet with the tenants of the Heritage Centre to discuss these matters and report back to the next Council meeting.

There being no further business to conduct, the Chairman closed the meeting at 9:07pm.

CHAIRMAN DATE