



## **BROMYARD & WINSLOW TOWN COUNCIL**

### **FULL COUNCIL**

Minutes of The Full Council meeting  
held on Monday 27<sup>th</sup> February 2023 at 7:00pm in  
The Council Chamber, The Old Vicarage,  
1 Rowberry Street, Bromyard.

Minutes  
C23/01 – C23/23

Members Present: M Franklin, (Vice Chairman), G Churchill, F Clark, C Davies, L Law, J Lester, B Quantrill, C Robinson and M Stevens.

Officers Present: Karen Mitchell (Town Clerk)

Also present: Cllr N Shaw, ward member for Bromyard Bringsty  
Sue Berret and Toby Stephenson, Police Community Support Officers (PCSO's), West Mercia Police  
4 Members of the public.

The fire and evacuation procedure was read to the meeting.

#### **C23/01 Apologies**

*LGA 1972 S85 (1)*

Apologies for absence were received from Cllrs Dr D Dunne-Thomas (medical treatment), C Robinson (holiday) B Quantrill (ill) and M Stevens.

#### **C23/02 Declarations of Interest and written requests for dispensations**

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

No interests declared.

#### **C23/03 Policing Matters**

PCSO Toby Stephenson gave a report on Policing in Bromyard.

- A new Police Constable (PC) will be starting in March, giving Bromyard a team of 2 PC's and 2 PCSO's.
- Antisocial behaviour is an ongoing issue, though CCTV images from the Old Vicarage complex has helped with identification of individuals concerned. Community Speedwatch should be operational by the end of March. Training will be provided. Suggest opening out to the wider community to lessen the burden on the working group.

PCSO's Beret and Stephenson left meeting at 7:16pm

#### **C23/04 Public Question Time**

A local businessman spoke of his concerns about the lack of suitable business units in Bromyard. He referred to an empty industrial unit on the Porthouse Industrial Unit which allegedly had never been occupied since it's construction in 2018 and asked the Town Council to investigate why it is not available for rent despite being a condition of the planning permission for the linked housing development on adjacent land.

Following discussion, The Town Clerk was requested to write to Herefordshire Council's Economic Development Team to ask them to look into the issue.

Two members of the public raised concerns about a Code of Conduct matter pertaining to a former Councillor's involvement in the planning process. The Chairman advised that the Town Council had no powers to investigate Code of Conduct related issues; any queries of this nature should be directed to Herefordshire Council's Monitoring Officer or in the case of criminal misconduct, to the Police.

A candidate for the Herefordshire Bromyard Bringsty ward introduced himself to members and advised that he would be standing as the Conservative Party candidate in the Bromyard Bringsty ward in the May elections.

### **C23/05 Ward Members reports**

Cllr N Shaw, Bromyard Bringsty ward member, had circulated a written report to members ahead of the meeting.

Referring to the proposed new crossing in Cruxwell Street, Herefordshire Council officers had confirmed that it conforms with all safety standards and that the proposed location is the only one that functions with the desire line and current design parameters. As funding will be lost if works do not proceed, Cllr Shaw suggested that a meeting should be held with Herefordshire Council's traffic engineer to address council's concerns.

Cllr Shaw was thanked for his report and for all his hard as ward member over the years. Members wished him an enjoyable retirement and every success for the future.

Cllr C Davies - Bromyard West ward member had circulated a written report on activities at county level to members ahead of the meeting. There were no questions asked in respect of Cllr Davies' report. Noted.

### **C23/06 Chairman's Report**

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

### **C23/07 Town Clerk's Report**

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

In addition, the Clerk reported that a energy survey would be carried out at the Old Vicrage and Heritage Centre week commencing 17<sup>th</sup> April.

It had been necessary to introduce some addition cyber security controls to meet the requirements of the Council's cyber insurance cover: Multi-factor authentication; Phishing attack testing; Upgrade internet security to Cloud 10; Email filtering.

Noted.

### **C23/08 Exclusion of members of the Public and Press**

*LGA 1972 ss 101, 102*

No agenda items identified for consideration in private session.

### **C23/09 Full Council Minutes**

*LGA 1972 Sch 12 para 41(1)*

**IT WAS RESOLVED** to confirm as a correct record and sign the Minutes of the Full Council meeting held on 19<sup>th</sup> December 2022.

**C23/10 Committee Minutes****1. Burial Committee**

**IT WAS RESOLVED** to receive and note the Minutes of the Burial Committee meeting held on 16<sup>th</sup> January 2023.

**2. Properties Committee**

**IT WAS RESOLVED** to receive and note the Minutes of the Properties Committee meeting held on 23<sup>rd</sup> January 2023.

**3. Planning & Economic Development Committee**

**IT WAS RESOLVED** to receive and note the Minutes of the Planning & Economic Development Committee meeting held on 6<sup>th</sup> February 2023.

**4. Finance Committee**

4.1 **IT WAS RESOLVED** to receive and note the Minutes of the Finance Committee meeting held on 13<sup>th</sup> February 2023.

4.2 Members considered the following recommendations from the Finance Committee meeting held on 13<sup>th</sup> February 2023.

**F23/08 Community Projects**

That the following shortlisted items be taken forward to a public vote at the Annual Town meeting in April.

- Letter from People's Project: - Planting ideas for St. Peter's churchyard; enhancement of Riverside Walk, including trees and shrubs; planting at the Stourport Rd; benches around the town; planting areas at various locations around the town.
- Community Project - Oral history project (Community project fund)
- History Time-line board
- Map of Bromyard showing with buildings of interest with walking route and QR codes
- Refurbishment of Automaton clock
- Permissive path based on route of the Bromyard and Linton Light Railway
- Promotion for a community car club/car sharing

**F23/07 Investment Proposal**

To increase the limit from £85,000 to a maximum of £200,000 per investment.

**F23/09 Internal Audit 2022/23**

To accept the interim internal audit report for the financial year ended 31<sup>st</sup> March 2023.

Referring to page 1. Items for the Council to Review:

Cllr Churchill advised that, as Treasurer for the Bromyard Recreation Ground, she had completed the submission of the Charity's annual return to the Charity Commission.

**F23/11 Financial Controls**

That 1) Management of Internal Control Systems, and 2) Internal Financial Controls – Day to Day Procedures (as amended) be presented to Full Council for adoption.

**F23/12 Financial Policies and Procedures**

That the Grants Policy & Procedure, and the Reserves Policy be adopted without change.

That the Risk Management Policy & Assessment be adopted as amended.

**F23/13 Outdoor Market**

That a budget sum of £2,150 be allocated to support the Outdoor Market.

**F23/14 Civic Awards**

That the Civic Awards be re-introduced in the 2023/24 civic year.

**IT WAS RESOLVED** to approve all of the above recommendations.

**5. Traffic Management Committee**

5.1 **IT WAS RESOLVED** to receive and note the Minutes of the Traffic Management Committee meeting held on 20<sup>th</sup> February 2023.

5.2 Members considered the following recommendations from Traffic Management Committee meeting held on 20<sup>th</sup> February 2023.

**TM23/04, i. Community Speedwatch**

That a letter is sent from the Council to Inspector James Ashton, West Mercia Police, expressing frustration at the delays caused to the start of Speedwatch, Police/PCSO non- attendance at council meetings and the general lack of Police presence in town.

In view of the report given by PSCO Stephenson earlier in the meeting (C23/03 refers), **IT WAS RESOLVED**, not to approve recommendation TM23/04, i.

**TM23/04, vi., a. Frog Lane Plaque**

That the installation of a plaque is pursued in 2023, with the assistance of the Bromyard and District Local History Society.

**TM23/05 Line Markings**

To apply for evenly spaced, collapsible bollards to be installed the length of the double yellow lines from the High Street into New Road.

**IT WAS RESOLVED** to approve the recommendations TM23/04, vi, a. and TM23/05.

**C23/11 Financial Matters**

Invoices for scrutiny

1. Members considered approval of the following invoices which were received after the Finance Committee agenda had been distributed.

<b>Invoices</b>		<b>Net</b>	<b>Vat</b>	<b>Total</b>
Rob Wilks	Grounds Maintenance Nov	1422.50	284.50	1707.00
Rob Wilks	Grounds Maintenance Dec	1422.50	284.50	1707.00

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

2. Refurbishment works at the Old Vicarage (refer Minute C22/141, 3.2)  
The Clerk reported that refurbishment works are nearing completion and will require payment within 14 days of receipt of the invoice. As payment will likely be required before the next scheduled Council meeting, Members were requested to consider delegating authority to the Town Clerk in consultation with two Councillors to review the completed works and authorise payment in accordance with the supplier's payment terms.

**IT WAS RESOLVED** to delegate authority to the Town Clerk to pay the invoice from C J Bayliss. The Town Clerk, Chairman and Vice Chairman of the Finance Committee to inspect the completed works for project sign-off prior to payment.

3. Members considered a proposal for the transfer of earmarked reserves, as follows:
1. £60,500 from Asset Maintenance Earmarked Reserves to 4090 Repairs & Renewals (to cover Rowberry Street car park resurfacing expenditure)
  2. £50,000 from General Reserves to Asset Maintenance Earmarked Reserves

An amendment was moved to item 2 to add in a further £50,000 from General Reserves to Asset Maintenance Earmarked Reserves to build up a fund for resurfacing of Tenbury Road car park.

Members voted on the substantive motion.

**IT WAS RESOLVED** to approve the above transfers to and from Earmarked Reserves, as amended.

### **C23/12 Membership of Herefordshire Association of Local Councils (HALC)**

Members considered the renewal of the Council's annual membership to HALC. If paid by 31<sup>st</sup> March 2023 the Council will be entitled to two free training places at any evening training event.

**IT WAS RESOLVED** to approve the renewal of the Council's annual membership to HALC for the period 01/04/2023 – 31/03/2024 in the sum of £2,004.65 + VAT.

### **C23/13 Council Policies and Procedures**

Members reviewed the following Council policies/procedures:

1. Procedure for dealing with Freedom of Information (FOI) Requests and Subject Data requests
2. Data Protection and Retention Policy
3. Privacy Notices for Councillors and Members of the Public.

**IT WAS RESOLVED** to approve and adopt the above Policies and Procedures.

### **C23/14 Committee Terms of Reference**

Following review at Committee level, **IT WAS RESOLVED** to adopt the Terms of Reference for the following Standing Committees:

- Planning & Economic Development (no change)
- Burial (as amended)
- Properties (no change)
- Finance (no change)

*Note: Terms of Reference for the Staffing Committee and Traffic Management Committee to be reviewed at the next meetings.*

**C23/15 Events**

## 1. Coronation of His Majesty King Charles III

The Coronation of His Majesty The King takes place on 6 May 2023, and 8 May 2023 has been declared a bank holiday.

Members considered ways in which to mark this historic occasion.

The Chairman drew members' attention to a letter from Baroness Scott of Bybook, Parliamentary Under Secretary of State for Faith and Communities, (circulated by HALC) encouraging the holding of street parties over the coronation weekend. Guidance regarding this can be found via this link:

<https://www.gov.uk/government/publications/your-guide-to-organising-a-street-party/your-guide-to-organising-a-street-party> .

Following discussion, **IT WAS RESOLVED** to make grants available to assist with Street Parties to celebrate the Coronation of His Majesty The King. Maximum grant available £100. A budget of £2,000 was agreed for this purpose.

## 2. Armed Forces Day 2024 (June)

The Town Council was requested to confirm its interest in hosting Armed Forces Day in 2024. The Herefordshire Covenant Team will assist with arrangements for the event and grant funding is available.

Details about Armed Forces Day can be found at

<https://www.armedforcesday.org.uk/>

**IT WAS RESOLVED** to confirm the Town Council's interest in hosting Armed Forces Day in 2024.

**C23/16 West Mercia Police Community Charter 2023**

West Mercia Police introduced a Local Policing Community Charter in 2021 committing to work with all councils in the development and focus, through joint working, of (up to) three local priorities.

In July 2021, Bromyard and Winslow Town Council identified the following as its top three concerns: (1) Anti-social behaviour (including online / telephone/door-to-door scamming of elderly people and daytime street drinking/drunkenness) (2) Speeding and (3) Hate crimes amongst school children.

Members were requested to review and agree the Council's priorities for the next quarter and to complete a 'Parish Contact Contract' form, copies having been circulated.

Following discussion, **IT WAS RESOLVED** that the contract be renewed with the following local issues identified as policing priorities for Bromyard and Winslow:

1. Anti-social behaviour (including online / telephone/door-to-door scamming and daytime street drinking/drunkenness)
2. Speeding
3. Hate crimes amongst school children

**C23/17 Herefordshire Council Market Town Maintenance Fund**

The Town Council is invited to submit initial thoughts for possible schemes for the 2023/24 financial year. Copies of the Presentation 'Market Town Highway Improvements – 2023/24 Funding' had been circulated to members for information.

Members considered a recommendation from the Traffic Management Committee meeting held on 20<sup>th</sup> February that all degraded or damaged street

signs in the town are replaced as part of the programme for 2023/24. (Minute TM23/06 refers)

Following discussion, **IT WAS RESOLVED** to approve the recommendation for all degraded or damaged street signs in the town to be replaced as part of the programme for 2023/24, and that this be expanded to include street furniture.

It was agreed that the replacement of a dilapidated rail at the bottom of Clover Road be included on the list for 2023/24.

Members were requested to send any suggestions for further possible schemes to the Town Clerk.

### **C23/18 Quarterly Reports**

**IT WAS RESOLVED** to receive the following quarterly reports, for the period 1<sup>st</sup> September to 31<sup>st</sup> December 2022:

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

### **C23/19 Standing Orders**

Members reviewed Standing Orders prior to adoption at the Annual Council meeting in May.

Cllr Franklin proposed that Standing Order 7a. Previous Resolutions (page 12) could be amended to introduce a third ground for reversing a resolution i.e.:

*A resolution shall not be reversed within 6 months except either by a special motion, which requires written notice by at least 10 councillors to be given to the proposer Officer in accordance with Standing Order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee, or, there being significant new information and a requirement for an urgent decision.*

**IT WAS RESOLVED** that the amendment to Standing Order 7a, as above be considered at the Annual Council meeting in May.

### **C23/20 Citizens Advice Herefordshire (Part of Worcester CAB & WHABAC)**

1. **IT WAS RESOLVED** to receive the Report on the Bromyard Outreach Service for Quarter 3 – 2022/23 (October – December 2022)
2. It was noted that that Worcester Citizens Advice Bureau & WHABAC have changed its name following a Special Resolution at their AGM on 15 December 2022 from Worcester Citizens Advice Bureau & WHABAC to Citizens Advice Worcester and Herefordshire.

### **C23/21 Cruxwell Street**

The Chairman moved next business at this item as discussion had taken place at C23/05 Ward Members Reports. Agreed.

### **C23/22 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 – No report.
  - b) Bromyard Downs Common Association - Cllr Law provided a written report which was circulated to members ahead of the meeting.
  - c) Bromyard Grammar School Foundation – No report.
  - d) Bromyard Relief in Need – No report.

- e) Festivals Association – No report.
- f) HALC Executive – No report
- g) Kempson Players - AGM to be held 28.02.23
- h) Public Hall Committee – No meeting
- i) Hope For Children & Their Families

The Hope Centre's Chief Executive Officer has advised that due to Data Protection reasons, they do not require a Council Member to attend meetings, rather, they were looking for a point of contact within the Council. The request for a Council representative is therefore withdrawn. Noted.

## **C23/23 Correspondence**

### **1. Local Government Elections**

Herefordshire's next scheduled elections will take place on Thursday 4 May 2023, where all 53 district wards and 133 parish/town councils will hold elections for new members.

The nomination period begins on Tuesday 7 March and closes at 4pm on Tuesday 4 April. Nomination packs will be available shortly.

- Bulletin from Herefordshire Council regarding Local Government Elections in May. (Circulated by email)

Key information contained in this bulletin is as follows:

- The Elections Act 2022
- Voter ID
- Communication to the public
- Accessibility at polling stations
- Key election dates
- Briefings
- Nomination papers

Herefordshire Council's [website](#) will be updated continuously throughout the election period with information on the above.

<https://www.herefordshire.gov.uk/elections-1/elections-4-may-2023>

- 2. West Mercia Police & Crime Commissioner's newsletter February 2023 (circulated by email).
- 3. HALC Information Corner (circulated by email).
- 4. New Road Resurfacing works will be taking place under a full road closure, from Monday 13<sup>th</sup> March 2023 to (and including) Wednesday 15<sup>th</sup> March 2023. The road will be closed between 9:30am and 3:30pm each day.
- 5. Letter of thanks received from Bromyard Festival of Town Criers for the grant towards the 2023 competition.
- 6. Letter from a member of the public regarding road signs that need to be replaced at Westfield Close and Highwell Avenue. These will be added to the list of items for the Extraordinary Market Towns Maintenance Fund. Minute C23/17 refers.

The above items of correspondence were noted.

The meeting closed at 9pm.

CHAIRMAN ..... DATE .....