



## **BROMYARD & WINSLOW TOWN COUNCIL**

### **FULL COUNCIL**

Minutes of The Full Council meeting  
held on Monday 24<sup>th</sup> April 2023 at 7:00pm in  
The Council Chamber, The Old Vicarage,  
1 Rowberry Street, Bromyard.

**MINUTES**  
C23/24 - C23/44

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

Officers Present: Karen Mitchell (Town Clerk)

Also present: Rev. Philip Miller – St Peter's Church, Bromyard.  
1 Member of the public.

The fire and evacuation procedure was read to the meeting.

The Town Mayor welcomed the new parish Vicar Rev. Philip Miller to the meeting.

#### **C23/24 Apologies**

*LGA 1972 S85 (1)*

Apologies for absence were received from Cllr C Robinson.

Cllr N Shaw (Herefordshire Council ward member for Bromyard Bringsty) gave his apologies for the meeting.

#### **C23/25 Declarations of Interest and written requests for dispensations**

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

No interests were declared at this point in the meeting.

#### **C23/26 Policing Matters**

As there was no representative from the local Policing team present at the meeting, Cllr Clark reported on two matters; drug offences and speeding.

#### **C23/27 Public Question Time**

Rev. Philip Miller introduced himself as the new vicar for the parishes of St. Peter's Bromyard, and St Peter and St. Paul Stoke Lacy. He said that he had been made to feel very welcome and had started engaging with the local nursing homes, hospitals, schools and the wider community, and looked forward to working with the Council in the future. Members wished him well in his new role.

A member of the public asked where written reports from outside bodies could be found on the Council website and was advised that any written reports, if received, are published on the same page as the agenda and supporting documents. He went on to congratulate the Town Mayor on a wonderful Civic Service held the previous day.

**C23/28 Ward Members reports**

Cllr N Shaw, Bromyard Bringsty ward member, had given apologies for absence due to pre-election restrictions. Members were advised that Cllr Shaw would be happy to answer any questions up until 3<sup>rd</sup> May but as he was not standing again as ward member, his email address would cease to operate from midnight on 4<sup>th</sup> May. Cllr Shaw will be taking up his position as a parish councillor at Brockhampton Parish Council at their Annual Meeting in May.

Cllr C Davies, Bromyard West ward member had provided a written report which would be circulated to members via email following the meeting.

**C23/29 Chairman's Report**

The Chairman of the Council had circulated a written report to members ahead of the meeting. In addition, the Chairman expressed grateful thanks to Cllr Churchill and her team for providing the wonderful refreshments at the Civic Service and to the office staff for their help with organising the event.

Noted.

**C23/30 Town Clerk's Report**

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

**C23/31 Exclusion of members of the Public and Press**

*LGA 1972 ss 101, 102*

No agenda items were identified for consideration in private session.

**C23/32 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 27<sup>th</sup> February 2023.

**C23/33 Committee Minutes****1. Burial Committee**

**IT WAS RESOLVED** to receive and note the Minutes of the Burial Committee meeting held on 20<sup>th</sup> March 2023.

**2. Properties Committee**

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

**3. Planning & Economic Development Committee**

**IT WAS RESOLVED** to receive and note the Minutes of the Planning & Economic Development Committee meeting held on 3<sup>rd</sup> April 2023.

**4. Finance Committee**

**4.1 IT WAS RESOLVED** to receive and note the Minutes of the Finance Committee meeting held on 17<sup>th</sup> April 2023.

**4.2** Members considered the following recommendations from the Finance Committee meeting held on 17<sup>th</sup> April 2023.

- **F23/19, 6.** To approve payment of the following:  
Staff salaries, wages, and PAYE/NIC applicable to administrative and maintenance staff, based upon contractual obligations, in monthly amounts for the financial year 2023/24.
- **F23/19, 7.** To approve payment of the following by Direct Debit;
  - a. Herefordshire Council non-domestic rates:

- Room 11: one instalment of 100.42 followed by 9 monthly instalments of 98.00
  - Room 12: one instalment of 95.50 followed by 9 monthly instalments of 100.00
  - Room 13: one instalment of 50.60 followed by 8 monthly instalments of 50.00
  - Room 24: one instalment of 100.42 followed by 9 monthly instalments of 98.00
  - Room 25: one instalment of 99.46 followed by 9 monthly instalments of 93.00
  - Room 27 (Council chamber): one instalment of £241.97 followed by 9 monthly instalments of 238.00
  - Rowberry St. car park & premises: one instalment of 215.60 + 52.39, followed by 9 monthly instalments of 220.00
  - Reserved car park: one instalment of 52.39
  - Tenbury Rd. car park & premises: One instalment of 391.20 followed by 9 monthly instalments of 389.00
- 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 £248.04
- d. Herefordshire Council waste collection (green bins) for Cemetery – 4 equal payments of £180.96
- e. Biffa Municipal green waste collection monthly instalment of 6.00
- f. West Mercia Energy – Electricity and Gas (all properties) variable amounts; Parish lamps – variable amounts
- g. Lloyds Bank – monthly payment of bank charges
- h. Information Commissioner – Data protection fee: annual payment of 35.00
- i. Public Works Loan Board – Loan repayments: two payments of £8,987.89 and two payments of £8,829.08

**IT WAS RESOLVED** to approve recommendations F23/19, 6 and F23/19, 7 (a-i) as listed above.

## 5. Traffic Management Committee

5.1 **IT WAS RESOLVED** to receive and note the Minutes of the Traffic Management Committee meeting held on 17<sup>th</sup> April 2023.

5.2 Members considered the following recommendation from Traffic Management Committee meeting held on 17<sup>th</sup> April 2023.

### **TM23/11** Community Speedwatch

That a letter be sent to the WM Police Crime Commissioner (PCC) expressing the Town Council's frustration at the length of time it is taking to arrange Speedwatch training. The PCC to also be invited to attend the next meeting of the Traffic Management Committee in June.

**IT WAS RESOLVED** to approve recommendation TM23/11.

## 6. Staffing Committee

**IT WAS RESOLVED** to receive and note the Minutes of the Staffing Committee meeting held on 27<sup>th</sup> March 2023.

**C23/34 Council Policies and Procedures**

Following review, **IT WAS RESOLVED** to adopt the following Council policies/procedures:

1. Dispensation Policy
2. Complaints Procedure
3. Communications Protocol

**C23/35 Committee Terms of Reference**

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

- Staffing Committee (no change)
- Traffic Management Committee (as amended)

**C23/36 Events - The Coronation of His Majesty King Charles III.**

Further to the applications received and approved at the Finance Committee meeting held on 17<sup>th</sup> April (Minute F23/22 refers), Members considered a further application for funding for a Coronation street party at Bramley Orchard.

**IT WAS RESOLVED** to approve the application in the sum of £100.

**C23/37 Herefordshire Council Market Town Maintenance Fund**

Further to the items agreed at the Full Council meeting held on 27<sup>th</sup> February, (Minute C23/17 refers), Members were reminded that Herefordshire Council had allocated a budget of £200k for each Market Town and were requested to further suggest possible schemes for the 2023/24 financial year.

As there was some doubt as to whether some of the proposals received would qualify for the funding, **IT WAS RESOLVED** that the Town Clerk seek clarification from Balfour Beatty on the feasibility of the suggested projects and that results be brought back to the Annual Council meeting for consideration.

*At this point in the meeting, Cllr Churchill declared an 'Other Registrable Interest' in the following agenda item as a Trustee of Bromyard Art Studio and left the chamber for the duration of item.*

**C23/38 Town Crest**

Members considered a request from the Bromyard Art Studio director for permission to use the Town Crest on promotional and retail materials at the Heritage Centre as part of the new Visitor Centre.

It was acknowledged that the crest is used by various town organisations and as such, members felt that it was not within the gift of the Council to give permission however they supported the Bromyard Art Studio's aims.

**C23/39 Financial Matters**

**IT WAS RESOLVED** to note payment of the following invoice over £2,500 made between meetings.

Invoices		Net	Vat	Total
Sheppard Building & project Consultancy	Property Condition report and maintenance programme	5,150.00	1,030.00	6,180.00

**C23/40 Quarterly Reports**

Members had been circulated with the following quarterly reports, for the period 1<sup>st</sup> January 2023 to 31<sup>st</sup> March 2023:

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

**IT WAS RESOLVED** to receive and accept the above quarterly reports.

**C23/41 Outside Bodies**

Reports from Councillors who had attended meetings of the following outside bodies were noted:

- a) Bromyard and District Chamber of Commerce and Industry – No report.
- b) Bromyard Downs Common Association - Cllr Franklin advised that a written report would be emailed to members in due course.
- c) Bromyard Grammar School Foundation - Cllr Dunne-Thomas advised that a written report would be emailed to members in due course.
- d) Bromyard Relief in Need - Cllr Dunne-Thomas advised that a written report would be emailed to members in due course.
- e) Festivals Association - no meeting.
- f) HALC Executive - no meeting.
- g) Kempson Players - Cllr Holman reported that a meeting had taken place and that a report would be provided in due course.
- h) Public Hall Committee - no meeting.

**C23/42 Proposed Calendar of meetings for 2023/24**

Members considered a draft calendar of meeting for 2023/24. No changes to the schedule were identified.

The draft schedule will be presented for adoption at the Annual Council Meeting on 15<sup>th</sup> May 2023.

**C23/43 Local Government Elections - Thursday 4<sup>th</sup> May**

Election of Parish Ward Councillors to Bromyard and Winslow Town Council.

It was noted that the following number of people had stood for election to Bromyard and Winslow Town Council:

- Bromyard East – 1 person (4 seats)
- Bromyard West – 12 people (14 seats)

As the election for both the Bromyard East and West Parish wards are uncontested, no poll is required and all candidates are automatically elected to the Town Council.

**C23/44 Correspondence**

None.

Prior to closing the last full council meeting of the current term, the Chairman thanked all councillors for their hard work and support and wished all retiring Councillors farewell and best wishes.

There being no further business to transact, the meeting closed at 8:02pm.

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