



BROMYARD & WINSLOW TOWN COUNCIL

FULL COUNCIL

Minutes of The Full Council meeting
held on Monday 19th December 2022 at 7:00pm in
The Council Chamber, The Old Vicarage,
1 Rowberry Street, Bromyard.

Minutes
C22/160 – C22/177

Members Present: Dr D Dunne-Thomas (Chairman), 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 and 1 member of the
public.

The fire and evacuation procedure was read to the meeting.

C22/160 Apologies

LGA 1972 S85 (1)

Apologies for absence were received from Cllrs L Holman (ill), Lady A Hughes
and D James (ill).

C22/161 Declarations of Interest and written requests for dispensations

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

Cllr G Churchill declared a Disclosable Pecuniary Interest in agenda item
C22/177 as a Director of the Bromyard Art Studios (Heritage Centre tenant).
Cllr L Law declared a Disclosable Pecuniary Interest in agenda item C22/177 as
a tenant of the Old Vicarage.
Cllr Dunne-Thomas declared a Disclosable Pecuniary Interest in agenda item
C22/173,3. Town Mayor's allowance.

C22/162 Policing Matters

No report available.

C22/163 Public Question Time

A member of the public directed a question to the Chairman of the Planning &
Economic Development Committee Chairman, Cllr G Churchill, asking whether
Herefordshire Council/Nutrient Management Partnership kept the Town Council
updated in writing with regard to solving the phosphate nutrient issue situation
within the River Lugg Catchment which had caused almost all housing
development to be put on hold since 2019. Cllr Churchill responded that at a
meeting in Hereford to discuss the future Market Town place shaping strategy
within the emerging Local Plan 2021-41 she had raised the issue and been
advised that Hereford Council is in consultation with Welsh Water to see how it
can be overcome. She stated that 100 applications had been applied for and put
on hold because of the nitrates problem. She further advised that Welsh Water
would not be looking at the issues in Bromyard until at least 2030/35.

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C22/164 Ward Members reports

Cllr N Shaw - Bromyard Bringsty 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 Shaw's report. Noted.

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.

C22/165 Chairman's Report

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

C22/166 Town Clerk's Report

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

C22/167 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 C22/177.

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

C22/168 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 24th October 2022.
2. The Extraordinary Full Council meeting held on 28th November 2022.

C22/169 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 5th December 2022.

2. Finance Committee

2.1 **IT WAS RESOLVED** to receive and note the Minutes of the Extraordinary Finance Committee meeting held on 8th November 2022 and the Minutes of the Finance Committee meeting held on 12th December 2022.

2.2 **IT WAS RESOLVED** to approve the following recommendations from the Finance Committee meeting held on 8th November 2022.

- F22/86, 1. To increase the annual grant to the Bromyard Recreation Ground by £1,000 to a total of £4,000 for the financial year 2023/24. (Cllr Churchill abstained from voting due to being a Trustee of The Bromyard Recreation Ground Charity)
- F22/86, 2. That the quotation from R Wilks for floral decorations (including installation watering and removal) for 2023 be approved in the sum of £7,574.25 plus VAT.

3. Properties Committee

IT WAS RESOLVED to receive and note the Minutes of the Properties Committee meeting held on 14th November 2022.

Initials..... Date.....

4. **Burial Committee**
IT WAS RESOLVED to receive and note the Minutes of the Burial Committee meeting held on 21st November 2022.
5. **Staffing Committee**
IT WAS RESOLVED to receive and note the Minutes of the Staffing Committee meeting held on 29th November 2022.

C22/170 Financial Matters

1. Invoices for scrutiny
 In accordance with internal controls in respect of invoices above the value of £2,500, the Council is requested to approve payment of the following invoices:

Invoices		Net	Vat	Total
KNJ Property Maintenance Ltd.	Balance for works to create Garden of Peace	£17,090	£3,796	£20,886
KNJ Property Maintenance Ltd.	Additional expenses	£2,130	£426.00	£2,556

IT WAS RESOLVED to approve payment of the above invoices.

2. **IT WAS RESOLVED** that planned expenditure for the Garden of Peace works be met from Cemetery earmarked reserves.

Cllr Dunne-Thomas left the chamber whilst the following agenda item was discussed.

3. **IT WAS RESOLVED** to approve the release of the second half of the Town Mayor's allowance for 2022-23.

C22/171 Draft Budget 2023/24

Cllr Franklin commended the Draft Budget (v.3) for 2023/24, with a net expenditure of £319,300 (as recommended by the Finance & Properties Committee) to Council for adoption.
 (Note: Budget to be reviewed following the close-down of the financial year ending 31.03.2023 to agree expected carry forwards)

IT WAS RESOLVED that the draft budget, as presented, be approved and adopted for the financial year 1st April, 2023 to 31st March, 2024.

C21/172 Precept 2023/24

Following approval of the budget, **IT WAS RESOLVED** to approve a precept request of £241,150 from Herefordshire Council for 2023/24.

This is a 0.13% increase on the precept for the previous year. Based on the tax base (Band D equivalent) figures for 2022/23 this equates to a 0.46% decrease for a band D Property in the parish.

C22/173 Committee Membership

Members considered appointing members to fill two vacancies on both the Planning & Economic Development Committee and the Finance Committee which had arisen due to the resignations of Edina Nagy and Krisztina Patchett.

Initials..... Date.....

IT WAS RESOLVED to appoint temporary members to the following Committees until such time as the casual vacancies are filled:

Economic Development Committee: Cllrs L Holman and L Law

Finance Committee: Cllr L Holman

C22/174 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. Minutes from the meeting to be distributed when available
 - b) Bromyard Downs Common Association - Cllr Franklin. Meeting postponed. Minutes to be circulated when available.
 - c) Bromyard Grammar School Foundation - Cllr Dunne-Thomas reported that a number of grant applications had been approved.
 - d) Bromyard Relief in Need - Cllr Dunne-Thomas reported that a number of grants had been given out to those in need.
 - e) Festivals Association. No report.
 - f) HALC Executive - Cllr Churchill. No meeting.
 - g) Kempson Players – Cllr Churchill reported that a fundraising event had been held and that a query over ownership of trees on the boundary of the recreation ground had been raised by a member of the committee. The Clerk was requested to confirm that the trees are not the responsibility of the Town Council.
 - h) Public Hall Committee - Cllr Churchill reported that the meeting had been cancelled due to bad weather and would be rescheduled in the New Year.
 - i) Hope For Children & Their Families – Cllr Clark. No meeting.

2. To appoint representatives to serve on the following outside Bodies
 - a) Festivals Committee (formerly Suzette Brunsdon)
IT WAS RESOLVED that Cllr C Davies be appointed as the Council's representative on the Festivals Committee.

 - b) Kempson Players (formerly Krisztina Patchett)
IT WAS RESOLVED that Cllr G Churchill be appointed as the Council's representative on the Kempson Players (Bromyard Recreation Ground) Committee.

C22/175 Outdoor Market

Members considered delegating authority to the Town Clerk to make decisions in respect of outsourcing of the Market as approved by Council. Minute C22/141,6.2 refers)

IT WAS RESOLVED that authority be delegated to The Town Clerk to make decisions to progress the outsourcing of the Market. The Town Clerk to liaise with the Chair and Vice Chair of the Council.

C22/176 Correspondence

No items to bring to Members' attention.

Initials..... Date.....

In accordance with the resolution taken at C22/167 the meeting moved to confidential session to consider the following agenda item. The public and press were instructed to leave the chamber.

Having declared Disclosable Pecuniary Interests in the following Item, Cllrs Churchill and Law left the chamber.

C22/177 Office Rent Review

Members reviewed rental charges for The Heritage Centre following the recent rental valuation (Minute PR22/27 refers) and considered a proposal for future use from the sitting tenant. The Clerk advised that a separate expression of interest had been received and read details to the meeting.

Following discussion, **IT WAS RESOLVED** to accept the proposal from the Director of Bromyard Art Studios for a one-year lease of the Heritage Centre commencing 1st March 2023, with a review prior to the renewal date. Gas and electricity for the building to be separately metered and paid for by the tenant in addition to the agreed rent.

CHAIRMAN..... DATE