



BROMYARD & WINSLOW TOWN COUNCIL

FULL COUNCIL

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

MINUTES
C23/72-C23/91

Members Present: Cllrs Dr D Dunne-Thomas (Chairman), M Franklin, (Vice Chairman),
P Andrews, G Churchill, F Clark, C Davies, L Holman, L Law, J Lester,
P Nielsen, R Page.

Officers Present: K Mitchell (Town Clerk)

Also present: 5 members of the public

The fire and evacuation procedure was read to the meeting.

Members observed a one-minute silence in remembrance of the late Mr Trevor Smith who served the community as a Town Councillor between December 2010 and May 2019. Cllr Page paid tribute to his work on the Council and in the community.

C23/72 Apologies

LGA 1972 S85 (1)

Apologies for absence were received from Cllrs C Robinson and M Stevens (ill health)
Apologies were also received from Ward Cllr P Stoddart.

C23/73 Declarations of Interest and written requests for dispensations

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

C Dunne-Thomas declared an Other Registrable Interest in agenda item C23/82,5.2 as a resident of Frog Lane.

Cllr Holman declared an Other interest in C23/90 as a volunteer at Bromyard Youth Hub.

Cllr Andrews declared a Disclosable Pecuniary Interest in agenda item C23/91.

Cllr Page declared a Non Registrable Interest in C23/91 as one of the tenderers is known to him.

C23/74 Co-option

Representation of the People Act 1985 Section 21 (2)

1. Members considered three applications for co-option to fill vacancies which exist due to an insufficient number of candidates having stood for election in May 2023. East ward - 3 vacancies; West ward - 2 vacancies.

Candidates were individually invited to introduce themselves and provide additional information as to their suitability for the role.

Following a question-and-answer session, **it was RESOLVED** that Edward Brazier (West ward) and Naomi Brookes (East ward) be co-opted to the Town Council.

Cllrs Brazier and Brookes signed their Declarations of Acceptance of Office and were invited to join the meeting.

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2. Committee Membership

It was RESOLVED to appoint:

- Cllr Brazier to serve on the Burial and Traffic Management Committees.
- Cllr Brookes to serve on the Properties Committee.

At this point in the meeting it was RESOLVED to bring forward the following agenda item in the order of business, for the benefit of members of the public in attendance.

C23/90 Correspondence

1. Members considered a request from the Bromyard Youth Hub for permission to use the Town Green for activities led by Really Rural on five Tuesdays in August. Up to 20 children will be able to take part and they will be supervised by appropriately qualified volunteers.

Following discussion, **it was RESOLVED** to approve the request subject to the necessary documents i.e., insurance, risk assessments being provided to the Town Council.

Members of the public left the meeting at this point.

C23/75 Policing Matters

Apologies had been received from the Bromyard Safer Neighbourhood Team (SNT) who were unable to attend the meeting due to annual leave and shift patterns. The Chairman read out a written report from the SNT covering drug related matters, fraud offences and speed enforcement. The Community Speed Watch project is making progress and training is expected to begin in the coming months subject to a minimum of six volunteers being in place.

C23/76 Public Question Time

No members of the public present.

C23/77 Ward Members Reports

Cllr C Davies - Bromyard West ward and Cllr P Stoddart - Bromyard Bringsty ward had circulated written reports to members ahead of the meeting.

Cllr Davies was requested to provide a written update on S106 obligations for Bromyard at the next meeting.

Noted.

Cllr Clark gave his apologies and left the meeting at this point.

C23/78 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 the Bromyard Community Hospital League of Friends would reluctantly be closing at the end of the year due to a lack of volunteers.

C23/79 Town Clerk's Report

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

C23/80 Exclusion of members of the Public and Press

LGA 1972 ss 101, 102

It was RESOLVED that agenda item C23/91 be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature (commercial sensitivity) of the business to be transacted.

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C23/81 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 meetings held on 15th May (annual meeting) and 30th May 2023.

C23/82 Committee Minutes**1. Burial Committee**

1.1 **It was RESOLVED** to receive and note the Minutes of the Burial Committee meeting held on 26th June 2023.

1.2 Members considered the following recommendation from the Burial Committee meeting held on 26th June, 2023.

B23/19 2i. Garden of Peace - That the Town Council employs an experienced gardener or contractor for the maintenance of the garden.

Given that the Town Council is looking for a gardener generally, it was suggested that the two roles be combined into one position with increased hours.

A motion to amend the recommendation to read "That the Town Council employs an experienced gardener or contractor for the maintenance of the garden *and combines this with the existing job requirement for the gardener which is being sought*", was carried.

It was RESOLVED to approve the above recommendation, as amended.

It was agreed to refer this matter to the Staffing Committee to progress the appointment of a gardener or contractor.

2. Finance Committee

2.1 **It was RESOLVED** to receive and note the Minutes of the Finance Committee meeting held on 10th July 2023.

2.2 Members considered the following recommendations from the Finance Committee meeting held on 10th July 2023.

F23/29 6. Herefordshire Council non-domestic rates - To authorise direct debit payments for Room 10 in The Old Vicarage: one instalment of 179.66 followed by 7 monthly instalments of 182.00.

F23/31 To accept the final Internal Audit report for 2022/23.

F23/32 To register interest in the 2023/24 Lengthsman Scheme and that a maintenance plan be drawn up focusing on specific activities for maximum impact and minimal administrative burden.

F23/33 Budget 2023/24 - that the identified underspends from the 2022/23 budget be carried forward to corresponding budget lines for 2023/24 financial year, including the following virements between nominal codes:

- 4255 Business Rates - £10,000 from the carry forward to be transferred to 4150 Grass Cutting.
- 4240 Floral decorations expenditure - £2,000 from the carry forward to be transferred to 4150 Grass Cutting.

It was RESOLVED to approve the above recommendations.

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3. **Planning & Economic Development Committee**

It was RESOLVED to receive and note the Minutes of the Planning & Economic Development Committee meetings held on 2nd May, 30th May, 5th June and 3rd July 2023.

4. **Properties Committee**

4.1 **It was RESOLVED** to receive and note the Minutes of the Properties Committee meeting held on 12th June 2023.

4.2 Members considered the following recommendations from the Properties Committee meeting held on 12th June 2023.

PR23/29 Public Toilets - That the toilets are opened between 6am to 8pm summer season April to end of September and opened in the winter season 6am and locked at 6pm.

A motion to amend the opening times from 6am to 8am for the summer and winter seasons, was carried.

It was RESOLVED to approve the above recommendation, as amended.

PR23/33 Electrical Supply to Heritage Centre - to accept the budget estimate from National Grid to install a separate electrical supply to The Old Vicarage in the sum of £5,531 plus VAT.

It was RESOLVED to approve the above recommendation.

5. **Traffic Management Committee**

5.1 **It was RESOLVED** to receive and note the Minutes of the Traffic Management Committee meetings held on 19th June and 17th July 2023.

5.2 Members considered the following recommendations from Traffic Management Committee meetings held on 19th June and 17th July 2023.

TM23/17 Community Speedwatch

That the scheme is opened up to the wider public to join the speedwatch volunteers.

TM 23/17 1.v. Kirkham Gardens – Proposed installation of Double Yellow Lines

That the Town Council does not fund the scheme directly but notes the information and current position on the prioritised TRO list (87 of 133).

TM 23/23 1.i Statutory Consultation – TRO Broad Street and High Street, Bromyard - 20mph speed limit

That the Town Council rejects the proposal to reduce the speed limit to 20mph on Broad Street and High Street.

1.ii Frog Lane junction with Broad Street – implementation of prohibition of motor vehicles.

That the Town Council supports the implementation of prohibition of motor vehicles and signage in Frog Lane.

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TM 23/24 Request for installation of double yellow lines in Bramley Orchards.

That the Town Council rejects this request for double yellow lines in Bramley Orchards.

It was RESOLVED to approve the above recommendations.

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) to extend the meeting until not later than 9.30pm.

C23/83 Consultations

1. Traffic Regulation Order Scheme to implement alterations to the existing parking arrangements on various roads, Bromyard, Herefordshire.

A Statutory Consultation Letter and Proposal Plans had been circulated with the agenda. Closing date for comments: noon on Tuesday 8th August 2023.

The measures are proposed for the following reasons:

- To provide an additional Disabled Parking Bay on Broad Street, without decreasing the existing Limited Waiting parking provision on-street.
- To make the maximum stay time permitted for the limited waiting provision on Church Street consistent with the rest of the town.
- To prevent inconsiderate and inappropriate parking, double parking, improve road safety and amenity, prevent parking close to junctions and where it causes obstructions for large vehicles (inc. emergency service vehicles) and cyclists.
- To remove an advisory Keep Clear marking from New Road as it is no longer required.

Following discussion, **it was RESOLVED** to support the above alterations to existing parking arrangements in Bromyard.

2. West Mercia Police and Crime Commissioner – Town and Parish Council Survey 2023.

Members were requested to complete a survey on police visibility, accessibility and crime and disorder in the Bromyard area, copies having been circulated. Only one response per council. Closing date: noon 14th August 2023.

It was RESOLVED that Members individually complete the survey and return to the Town Clerk for collation prior to submission.

C23/84 Planning Application P190111/O - Land at Flaggoners Green, Bromyard

In 2021 the Town Council commissioned independent highways engineer, John Lloyd BSc (Hons) MSc MCIHT of Flow Consult Ltd to prepare a report regarding access issues in respect of the above application (Minute C21/33, 1.3.1 and P21/37 refers). This report was adopted and submitted to Herefordshire Council as the Town Council's response to the application.

At that time the Town Council resolved that Mr Lloyd be engaged to represent the Town Council at the Herefordshire Council Planning Committee when the application is considered for determination, and that event of an appeal, that he also be appointed to lead for the Town Council.

Due to the length of time that has passed, Members were requested to confirm the engagement of Flow Consult Ltd. to represent the Town Council at the Herefordshire Council Planning and Regulatory Committee when the application

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is considered for determination, and that event of an appeal, that he also be appointed to lead for the Town Council. It is estimated that up to 15 hours will be required in total, including travel time at an hourly rate of £90 + VAT.

Following discussion, **it was RESOLVED** to confirm the engagement of Mr Lloyd of Flow Consult Ltd, to represent the Town Council at the Herefordshire Council Planning Committee when the application is considered for determination, and that event of an appeal, that he also be appointed to lead for the Town Council.

C23/85 Armed Forces Day 2024

It was RESOLVED that a Working Party to develop plans for Armed Forces Day on Saturday 29th June 2024, be set up.

Members were requested to contact the Town Clerk to register their interest in serving on the Working Party.

C23/86 Quarterly Reports

Members had been circulated with the following quarterly reports for the period 1st April 2023 to 30th June 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.

C23/87 Citizens Advice Herefordshire (Part of Worcester CAB & WHABAC)

It was RESOLVED to receive the Report on the Bromyard Outreach Service for Quarter 1 – 2023/24 (April to June), copies having been circulated.

C23/88 Market Towns Maintenance Fund

Members received an updated schedule of items and estimated costs for works included in the 2023/24 Market Towns Maintenance Fund scheme. The indicative cost of all items contained on the list is circa £255k.

C23/89 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 – The Minutes of the meeting held on 5th July 2023 had been circulated to members.
- b) Bromyard Downs Common Association – A written report prepared by Cllr Franklin was circulated to Members.
- c) Bromyard Grammar School Foundation A written report prepared by Cllr Dunne-Thomas was circulated to Members.
- d) Bromyard Relief in Need – No meeting.
- e) Festivals Association – No meeting.
- f) HALC Executive - *Cllr Churchill* reported that a meeting had been held on 20th July. A consultation on the Parish Charter would be open in due course. Cllr Churchill had been appointed as Vice-Chair of the HALC Executive Committee.
- g) Kempson Players – Cllr Holman to circulate a report of the last meeting in due course
- h) Public Hall Committee - A written report prepared by Cllr Davies was circulated to Members.

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C23/90 Correspondence

1. Bromyard Youth Hub - permission to use the Town Green for activities led by Really Rural on five Tuesdays in August. There will be up to 20 children taking part and they will be supervised by appropriately qualified volunteers.

This item had been moved forward in the order of business and considered following agenda item C23/74. (see page 2)

2. The following items of correspondence were noted:

- HALC – Information Corner July 2023.
- 2023 Parliamentary Boundary Review - Herefordshire Council's recommendations are available to view via the following website:
<https://boundarycommissionforengland.independent.gov.uk/>

The meeting moved into private session as per the resolution at C23/80.

Having declared a Disclosable Pecuniary Interest in the following agenda item, Cllr Andrews left the chamber.

C23/91 Digital Marketing & PR Services

Members considered a recommendation from the evaluation panel in respect of the award of a new contract for the above service from 1st August 2023. (F23/55 refers)

A confidential summary sheet outlining the procurement/evaluation process and written recommendation was circulated to members.

Following discussion, **it was RESOLVED** to approve the evaluation panel's recommendation to award the Digital Marketing & PR Services contract to Nifty Communications Ltd in the sum of £10,000 per annum and that a Working Group be set up to liaise with the contractor regarding content.

There being no further business to transact, the Chairman closed the meeting at 9.30pm.

CHAIRMAN

DATE