



## BROMYARD & WINSLOW TOWN COUNCIL

Council Offices  
The Old Vicarage  
1 Rowberry Street  
Bromyard, HR7 4DU

Telephone (01885) 482825  
E-mail: [clerk@bromyardandwinslow-tc.gov.uk](mailto:clerk@bromyardandwinslow-tc.gov.uk)

**AGENDA**  
C23/116 - C23/133

13.12.2023

To: All Members

You are summoned to attend a meeting of The Full Council to be held on Monday 18<sup>th</sup> December 2023, at 7pm in the Council Chamber, The Old Vicarage, 1 Rowberry Street, Bromyard, for the purpose of transacting the business identified on the Agenda below.

Yours sincerely,

Mrs Karen Mitchell  
Town Clerk

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

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### AGENDA

#### **C23/116 Apologies**

*LGA 1972 S85 (1)*

To receive and approve any apologies for absence.  
Schedule 12 of the Local Government Act 1972 requires that a record be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded.

#### **C23/117 Declarations of Interest and written requests for dispensations**

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

Members are invited to declare disclosable pecuniary interests (DPI) and other interests in items on the agenda as required by the Bromyard and Winslow Town Council Code of Conduct for Members and by the Localism Act 2011. Requests for dispensations must be in writing, addressed to the Town Clerk and received as soon as possible before the meeting.

**C23/118 Policing Matters**

To receive a report from the local Policing team.

**C23/119 Public Question Time**

Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. The period of time, which is at the Chairman's discretion, for public participation shall not exceed 15 minutes. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than five minutes. Questions/comments shall be directed to the Chairman.  
15 minutes is allotted to this item.

**C23/120 Ward Members Reports**

Cllr C Davies - Bromyard West ward  
Cllr P Stoddart - Bromyard Bringsty ward

**C23/121 Chairman's Report**

To receive a report from the Chairman of the Council.

**C23/122 Town Clerk's Report**

To receive the Clerk's report on matters completed and outstanding that may not appear on the agenda.

Herefordshire Council has advised that no election has been requested to fill the vacancy which occurred due to the death of Cllr Ed Brazier. The Town Council may now co-opt a member to fill this position.

**C23/123 Exclusion of members of the Public and Press**

*LGA 1972 ss 101, 102*

To agree any items to 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 of the business to be transacted.

**C23/124 Full Council Minutes**

*LGA 1972 Sch 12 para 41(1)*

To confirm as a correct record and sign the Minutes of the Full Council meeting held on 23<sup>rd</sup> October 2023.

**C23/125 Committee Minutes**

**1. Planning & Economic Development Committee**

- 1.1 To receive and note the Minutes of the Planning & Economic Development Committee meetings held on 6<sup>th</sup> November and 12<sup>th</sup> December 2023.

*Cllr Churchill*

- 1.2 To consider the following recommendations from the Planning & Economic Development Committee meeting held on 12<sup>th</sup> December 2023.

**P23/70** P190111/O Land at Flaggoners Green, South of the A44, West of Panniers Lane, East of Chanctonbury and North of Pencombe Lane, Bromyard.

To appoint Flow Consult to represent the Town Council if the planning application goes to appeal.

## 2. **Properties Committee**

- 2.1 To receive and note the Minutes of the Properties Committee meeting held on 13<sup>th</sup> November 2023. *Cllr L Law.*
- 2.2 To consider the following recommendations from the Properties Committee meeting held on 13<sup>th</sup> November 2023.

### **PR23/57 Floral Decorations 2024**

That the quotation from R Wilks for floral decorations (including installation watering and removal) for 2024 be approved in the sum of £7907.25 plus VAT.

### **PR23/60 Public Toilets**

To approve the complete replacement of the public toilets on Tenbury Road car park.

### **PR23/61 Car Parking**

To accept the proposals submitted by Bransby Wilson for the management of the Council's car parks for a contract period of 3 years, subject to receiving satisfactory references from existing customers.

## 3. **Staffing Committee**

- 3.1 To receive and note the Minutes of the Staffing Committee meetings held on 3<sup>rd</sup> November and 6<sup>th</sup> December 2023. *Cllr R Page.*
- 3.2 To consider the following recommendation from the Staffing Committee meeting held on 6<sup>th</sup> December, 2023.

### **S23/22 Staffing Matters**

#### **Town Maintenance Role**

- That a new 'town maintenance' staff role be created.
- The role to consist of 15 hours per week, with a rate of pay of £12 per hour.

## 4. **Finance Committee**

- 4.1 To receive and note the Minutes of the Finance Committee meetings held on 20<sup>th</sup> November (budget meeting) and 11<sup>th</sup> December 2023. *Cllr M Franklin*
- 4.2 To consider the following recommendations from the Finance Committee meeting held on 20<sup>th</sup> November 2023.

### **F23/50 Budget 2024-2025**

To increase the annual grant to the Bromyard Recreation Ground by £2,000 to a total of £6,000 for the financial year 2024/25.

## 5. **Burial Committee**

- 5.1 To receive and note the Minutes of the Burial Committee meeting held on 12<sup>th</sup> December 2023. *Cllr P Andrews*

## **C23/126 Financial Matters**

### **Invoices for scrutiny**

In accordance with internal controls in respect of invoices above the value of £2,500, the Finance Committee recommends payment of the following invoice (F23/55 refers)

Invoices		Net	Vat	Total
Rob Wilks	Floral Decorations	7,574.25	1,514.85	9,089.10

**C23/127 Draft Budget 2024/25**

To consider the formal adoption of the draft Budget for 2024/25 as recommended by the Finance Committee (Minute F23/59 refers). See attached budget sheets.

**C23/128 Precept 2023/24**

To consider requesting a precept of £252,864 from Herefordshire Council for 2024/25.

This figure is recommended to Council by the Finance Committee (Minute F23/59 refers)

*Note: Herefordshire Council has requested that the precept request for 2024/25 be submitted by 31<sup>st</sup> December 2023.*

**C23/129 Neighbourhood Development Plan (NDP)**

1. To receive a verbal report on action following the Council's 'in-principle' decision to develop an NDP and to set up a Steering Group to take the matter forward (Minute C23/96 refers). *Cllr Brookes*
2. To consider appointing Cllr Naomi Brookes as Project Facilitator for the NDP.
3. To consider the appointment of a planning consultant to assist with the preparation of an NDP.

**C23/130 Consultations**

1. Traffic Regulation Order Scheme To Implement Alterations To The Existing Parking Arrangements On Various Roads, Bromyard, Herefordshire.

The Town Council is requested to confirm its support or issue any concerns/comments/observations in respect of the above Traffic Regulation Order (TRO) proposals. Response required by  
Full proposal documents are attached for the following:

- a) Schedule 1 – Prohibition of Waiting at Any Time (Double Yellow Line) Restrictions  
Church Street (west side)  
New Road (south-east side)
  - b) Schedule 2 – Prohibition of Waiting at Any Time and Loading at Any Time  
Church Street (east side)
  - c) Schedule 3 – Residents Permit Parking or Limited Waiting (Marked Bay) Restrictions  
Church Street (west side)  
Church Street (north-west)
  - d) Schedule 4 – Disabled Badge Holders Only  
Broad Street (south side)
  - e) Schedule A - Parking Permit Charges
2. Herefordshire Council Consultation - Engagement of Parish and Town Council with the County Plan  
Herefordshire Council is in the process of developing a new County Plan for 2024-2028. The County Plan highlights the Council's ambitions for the next four years and the outcomes they want to achieve for people who live and

work in Herefordshire. As part of this process, it is undertaking a series of consultation events both face-to-face and online.

The Town Council is invited to attend one of the following online consultation sessions:

Tuesday 9<sup>th</sup> January, 1.30 – 2.30pm

Wednesday 10<sup>th</sup> January, 7.00 – 8.00pm

The consultation is also available online:

<https://consultations.herefordshire.gov.uk/consultations>

The consultation will close on Wednesday 10 January 2024.

3. Herefordshire Council Budget 2024-25  
Herefordshire Council's public budget consultation runs until 31<sup>st</sup> December 2023. Individuals are invited to complete an online questionnaire. Full details can be viewed via the following link:  
<https://consultations.herefordshire.gov.uk/consultations/article/106/budget-2024-25-consultation>

### **C23/131 Historic buildings**

Following representation from a concerned member of the public, members are requested to consider writing to Herefordshire Council planning enforcement department regarding the ongoing deterioration of the Hop Pole and Old Magistrates Court buildings and to seek an update on action taken by the authority since the s215 notices were served.

### **C23/132 Outside Bodies**

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 Law*
- b) Bromyard Downs Common Association - *Cllr Franklin*
- c) Bromyard Grammar School Foundation - *Cllr Dunne-Thomas*
- d) Bromyard Relief in Need - *Cllr Dunne-Thomas*
- e) Festivals Association – *Cllr Davies*
- f) HALC Executive - *Cllr Churchill*
- g) Kempson Players – *Cllr Holman*
- h) Public Hall Committee - *Cllr Davies*

### **C23/133 Correspondence**

To note items of correspondence received.

1. West Mercia Police and Crime Commissioner (PCC). Town and Parish Council Survey Results – Herefordshire. The full report can be viewed in full [here](#).
2. Safer Roads Grant Round. West Mercia PCC has launched the next round of applications for grants to support projects and programs dedicated to enhancing road safety in the west mercia area. Closing date for applications: 2<sup>nd</sup> February 2024. Circulated by email.
3. Carer Links and Community Wellbeing Sessions, Bromyard  
Herefordshire Council's talk Community Development Officer has advised that from Tuesday 23<sup>rd</sup> January, Carer Links will be running a drop in from 10am to 12pm every 4<sup>th</sup> Tuesday from the Bromyard Centre, providing carers locally with information, advice and a listening ear. Circulated by email.