

Bromyard and Winslow Town Council

Full Council meeting – 18.12.2023

Agenda Item C23/122 – Town Clerk’s Report - For information only

Date	Meeting	Minute Ref	Topic	Task Complete	Comments
12.12.2023	Planning	P23/70	Flaggoners Green planning application	Ongoing	Recommendation to appoint Flow Consult in the event of an appeal to be considered at Dec FC
		P23/71	A44 Banners	On-going	Working Group set up to look at new designs in 2024.
		P23/75	Deterioration of Bromyard historic building	On-going	Historic Buildings Officer to be invited to a meeting in Bromyard
		PR23/60,1	Public Toilets – replacement	On-going	Recommendation to approve the complete replacement of the toilets to be considered at Dec FC.
		PR23/60,2	Car parking management proposal	On-going	Recommendation to accept Bransby Wilson proposal to be considered at Dec FC
06.12.2023	Staffing	S23/22,2	Town Maintenance Role (new position)	On-going	Recommendation to create a new Town Maintenance operative role to be considered at Dec FC.
13.11.2023	Properties	PR23/57	Floral decorations quotation for 2024	On-going	Recommendation to accept quotation to be considered at Dec FC
16.10.2023	Traffic	TM23/31	Linton Lane	On-going	Recommendation for emergency TRO to be considered at October FC mtg.
19.09.2023	Staffing	S23/12	Recruitment of Handyperson and Gardener	Yes	Job offered and accepted. Started work 11.12.2023.
11.09.2023	Properties	PR23/43	Use of Town Council property for events	On-going	Draft policy considered at Nov Properties mtg. Seeking clarification re bouncy castle insurance.
		PR23/49	Old Vicarage Structural Condition report	On-going	Working group set up to look at large projects and devise action plan.
09.10.2023	Finance	F23/41	Banners on A44	Yes	Banners re-located to town car parks.
		F23/45	Internal Audit – appointment of new auditor	Yes	Mulberry & Co appointed.
		F23/46	Lengthsman Scheme	Yes	D C Gardening appointed.
17.07.2023	Traffic	TM23/22	Installation of bollards corner of New Rd/High St.	On-going	Site meeting to be arranged with traffic engineer and Locality steward.
03.07.2023	Planning	P23/38	Bromyard Heritage Trail leaflets	On-going	Approval given for reprint of updated leaflets.
12.06.2023	Properties	PR23/28	Old Vicarage Door entry system	Yes	New system installed
		PR23/29	Public Toilets drainage issues	On-going	Drainage Report accepted by FC. Preparatory works being undertaken.
		PR23/30	Old Vicarage Planters	On-going	Approved. Officers to place order.
		PR23/32	Cherry trees on Town Green	No	Tree in sightline of entrance to sheep statue to be moved at an appropriate time in the growing season.
		PR23/34	Council Chamber refurbishment	On-going	Quotations to be obtained for items listed in condition report.
		PR23/31	Fire Risk Assessment	On-going	Quotations for remedial works to external fire escapes to be obtained. New Fire Risk Assessment to be carried out. Date to be confirmed.
		PR23/23	Closed Churchyard	On-going	Project to enhance greenspaces in the closed churchyard supported by council. People’s Project to provide detailed plans.
		PR23/18	Repairs to Bus stop shelter, Lower Westfields	Yes	Repairs carried out by BBLP
		PR23/20	Repairs to fence panels at Old Vicarage	On-going	No response from contractor. Looking at alternative options

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21.11.2022	Burial	B22/44	Plot provision	On-going	Burials Officer to ascertain criteria/permissions required for development of a new burial ground when suitable land becomes available.
18.07.2022	TM	TM22/15	Cruxwell St. transfer of on-street parking	On-going	Public consultation carried out in January 2023. Awaiting implementation.
20.06.2022	Burial	B22/22	Plot provision -Burial officer to approach local landowners directly to enquire about suitable land.	On-going	New Committee Chair and Burials Officer to draft letter.
28.02.2022	FC	C22/12, 4.2, a	Tourism Working Group recommendations	No	A complete re-vamp of the Town Guide be undertaken as much of the current guide content is out-of-date.