



BROMYARD & WINSLOW TOWN COUNCIL

FULL COUNCIL

Draft Minutes of The Full Council meeting held on Monday 18th December 2023 at 7:00pm in The Council Chamber, The Old Vicarage, 1 Rowberry Street, Bromyard.

MINUTES
C23/116 - C23/133

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

Officers Present: K Mitchell (Town Clerk)

Prior to the start of the meeting, all present observed a one-minute silence in memory of the late Cllr Edward Brazier who had served as a member of the Town Council from 24th July 2023 until his death on 13th October 2023.

C23/116 Apologies

LGA 1972 S85 (1)

Apologies for absence were received from Cllrs P Andrews, F Clark, and P Nielsen.

Apologies were also received from Herefordshire Councillor Cllr P Stoddart (Bromyard Bringsty Ward Councillor).

C23/117 Declarations of Interest and written requests for dispensations

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

Cllr Churchill declared Disclosable Pecuniary Interests (DPI's) in F23/55,4 Accounts for Scrutiny (Invoice for Remembrance Sunday tea) and C23/125,4.2 as a Trustee of the Bromyard Recreation Ground.

Cllr Holman declared a non-registrable interest in C23/130 Traffic regulations Order (various roads, Bromyard), as a resident of New Road.

All Councillors within the precept area of Bromyard and Winslow were given a general dispensation in respect of agenda item C23/128 Precept 2024/25.

C23/118 Policing Matters

No report available from the local Policing team.

C23/119 Public Question Time

No members of the public were present.

C23/120 Ward Members Reports

Written reports (copies having been circulated) from Cllr C Davies - Bromyard West ward and Cllr P Stoddart - Bromyard Bringsty ward, were received and noted.

C23/121 Chairman's Report

The Chairman's written report, copies having been circulated with the agenda, was received, and noted.

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

C23/122 Town Clerk's Report

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

Herefordshire Council had advised that no election had 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.

It was noted that the transfer of on-street parking at Cruxwell Street and installation of double yellow lines on the corner of the Rowberry St/Church St junction had not yet been completed. The Clerk to chase-up an implementation date. Noted.

C23/123 Exclusion of members of the Public and Press

LGA 1972 ss 101, 102

The were no items identified for consideration in private session.

C23/124 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 23rd October 2023.

C23/125 Committee Minutes**1. Planning & Economic Development Committee**

1.1 **It was RESOLVED** to receive and note the Minutes of the Planning & Economic Development Committee meetings held on 6th November and 12th December 2023.

1.2 **It was RESOLVED** to approve the following recommendation from the Planning & Economic Development Committee meeting held on 12th 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 **It was RESOLVED** to receive and note the Minutes of the Properties Committee meeting held on 13th November 2023.

2.2 Members considered the following recommendations from the Properties Committee meeting held on 13th 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 £7,907.25 plus VAT.

It was RESOLVED to approve the above recommendation.

PR23/60 Public Toilets

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

Cllr Franklin clarified that the potential need for replacing the public toilets had been acknowledged and the Properties Committee had been tasked with preparing a proposal and obtaining quotations for the necessary works. If the quotations received are deemed to be unreasonably high, alternative options will need to be explored.

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

The following amendment was proposed, seconded and approved:

PR23/60 Public Toilets

‘To obtain quotations for the complete replacement of the public toilets on the Tenbury Road car park and make further recommendations to Full Council’.

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

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.

The Clerk confirmed that satisfactory references had been received.

It was therefore RESOLVED to accept the proposals submitted by Bransby Wilson for the management of the Council's car parks for a contract period of 3 years.

3. Staffing Committee

3.1 **It was RESOLVED** to receive and note the Minutes of the Staffing Committee meetings held on 3rd November and 6th December 2023.

3.2 **It was RESOLVED** to approve the following recommendation from the Staffing Committee meeting held on 6th 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 **It was RESOLVED** to receive and note the Minutes of the Finance Committee meetings held on 20th November (budget meeting) and 11th December 2023.

Having declared a Disclosable Pecuniary Interest, Cllr Churchill left the chamber for the duration of discussion on the following item.

4.2 **It was RESOLVED** to approve the following recommendation from the Finance Committee meeting held on 20th 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.

Cllr Churchill re-joined the meeting.

5. Burial Committee

5.1 **It was RESOLVED** to receive and note the Minutes of the Burial Committee meeting held on 12th December 2023.

C23/126 Financial Matters

Invoices for scrutiny

In accordance with internal controls in respect of invoices above the value of £2,500, members considered a recommendation from the Finance Committee for 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

It was **RESOLVED** to approve payment of the above invoice.

C23/127 Draft Budget 2024/25

Members considered the formal adoption of the draft Budget for 2024/25 (v.3) as recommended by the Finance Committee (Minute F23/59 refers).

Councillor Franklin, Chairman of the Finance Committee, endorsed the Draft Budget with a net expenditure of £348,760, recommending it to Council for adoption.

IT WAS RESOLVED that the draft budget, as presented, be approved and adopted for the financial year 1st April 2024 to 31st March, 2025.

(Note: Budget to be reviewed following the close-down of the financial year ending 31.03.2024 to agree expected carry forwards)

C23/128 Precept 2023/24

Following approval of the budget, **it was RESOLVED** to approve a precept request of £252,864 from Herefordshire Council for 2024/25, as recommended by the Finance Committee (Minute F23/59 refers).

This represents a 4.86% increase on the precept for the previous year. Based on the tax base (Band D equivalent) provisional figures for 2024-25 this equates to a 4.77% increase for a band D property in the parish.

C23/129 Neighbourhood Development Plan (NDP)

1. Cllr Brookes gave 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).

A well-attended parish meeting was held on 22nd November, 2023, where Lynda Wilcox, CEO of the Herefordshire Association of Local Councils (HALC) provided an overview of what a Neighbourhood Development Plan (NDP) entails, its purpose, limitations, funding options and the role of a Steering Group. As a result of the meeting, 28 individuals had signed up to participate in the Steering Group.

Subsequently, Cllr Brookes, Cllr Franklin, the Clerk, and Development Officer held an informal exploratory meeting with a planning consultancy experienced in NDP preparation to discuss a way forward and to see how a consultancy might be able to assist in the process.

Whilst there was pressure to act swiftly due to the uncertainty of future grant funding, the consultants advised that obtaining a full grant within the remaining three months of the current financial year would be challenging. Considering the limited time remaining, it was deemed unlikely that any grant monies could be utilised effectively in the current financial year.

Therefore, the proposed plan of action is to obtain three consultancy quotes for consideration at the Next Full Council meeting and to prioritise applying for a grant at the start of the next financial year.

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

A Steering Group meeting will be held in the new year.

It was RESOLVED to receive Cllr Brookes' verbal report.

2. To consider appointing Cllr Naomi Brookes as Project Facilitator for the NDP.

It was RESOLVED to appoint 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.

As only 1 quotation had been received, **it was RESOLVED** to defer this item to the next Full Council meeting when it is anticipated that 3 quotations will be available.

Cllr Lester suggested that advice be sought from NDP team at Herefordshire Council and offered to follow up and report back to Cllr Brookes.

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 following Traffic Regulation Order (TRO) proposals.

- 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

It was RESOLVED to confirm support for all of the above TRO proposals.

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:

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

Tuesday 9th January, 1.30 – 2.30pm
 Wednesday 10th 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.

Given the short response time, the Clerk was requested to ask for more time to respond to the consultation at a special meeting to be held later in January. In the meantime, all Councillors were encouraged to sign up for the online sessions.

3. Herefordshire Council Budget 2024-25
 Herefordshire Council's public budget consultation runs until 31st 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>
 Noted.

C23/131 Historic buildings

Following representation from a concerned member of the public regarding the poor condition of some of Bromyard's historic buildings, **it was RESOLVED** that a letter be sent 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. No meeting.
- b) Bromyard Downs Common Association – Cllr Franklin. Minutes from the meeting held on 12th December to be circulated once received.
- c) Bromyard Grammar School Foundation - Cllr Dunne-Thomas. 26 grants had been awarded to local students + 1 grant to the QE High School.
- d) Bromyard Relief in Need - Cllr Dunne-Thomas. No meeting. The charity continues to support local families and people in need.
- e) Festivals Association – Cllr Davies. No meeting.
- f) HALC Executive - Cllr Churchill. Meeting cancelled and re-scheduled for date in January.
- g) Kempson Players – Cllr Holman. Minutes from the meeting held on 5th December to be circulated in due course.
- h) Public Hall Committee - Cllr Davies. No meeting.

C23/133 Correspondence

The following items of correspondence were received and noted.

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: 2nd 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 23rd January, Carer Links will be running a drop in from 10am to 12pm every 4th Tuesday from the Bromyard Centre, providing carers locally with information, advice and a listening ear. Circulated by email.

There being no further business to transact, the Chairman closed the meeting at 8:31pm

CHAIRMAN DATE

DRAFT