



## BROMYARD & WINSLOW TOWN COUNCIL

### FULL COUNCIL

Minutes of The Full Council meeting  
held on Monday 29<sup>th</sup> April 2024 at 7:00pm in  
The Council Chamber, The Old Vicarage,  
1 Rowberry Street, Bromyard.

**MINUTES**  
C24/36 - C24/59

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

Officers Present: K Mitchell (Town Clerk)

In attendance: Herefordshire Cllr P Stoddart - Bromyard Bringsty ward  
3 Members of the public  
Inspector J Ashton and PC L Jones – West Mercia Police (Safer  
Neighbourhood Team)

#### **C24/36 Apologies**

*LGA 1972 S85 (1)*

Apologies for absence were received from Cllrs L Holman (work commitments)  
R Page (ill health), and M Stevens (ill health). Accepted.

#### **C24/37 Declarations of Interest and written requests for dispensations**

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

None declared.

#### **C24/38 Policing Matters**

Inspector Ashton provided an update on the Local Policing Team's (LPT) efforts to address speeding and anti-social behaviour (ASB) in the town.

- High-profile patrols targeting ASB had been conducted, resulting in positive outcomes and engagement with the Youth Offending Team (YOT).
- Speed enforcement focused on the bypass had yielded low results, indicating that speeding is not a significant issue in the town.
- Concerns were raised about resource allocation, including a vacant PC position for the town.
- Concerns were raised about the risk of reoccurrence of ASB and the need for deterrents and parental awareness. It was explained that the YOT's involvement in dealing with children helps determine appropriate outcomes based on evidence, the impact on the community, and individual circumstances. The police collaborate with schools and have a voice in determining outcomes for youth offenders.
- Advice was sought about vandal-resistant designs for the new public toilets.
- Concerns were raised about delays in implementing the Community Speedwatch scheme due to a vetting backlog.
- Frustration was expressed regarding response to reports of vandalism and ASB. PC Jones assured that positive outcomes had been achieved in

previous cases and that current investigations were assigned to appropriate officers.

- Concern was expressed about a perceived lack of respect for the police among local youth, including open drug use and disrespecting PCSO's. Inspector Ashton acknowledged the limitations of PCSOs but emphasised the police's overall commitment to maintaining law and order in the community.

*Inspector Ashton and PC Lowry were thanked for their attendance, and they then left the meeting.*

#### **C24/39 West Mercia Police Community Charter 2024**

West Mercia Police introduced a Local Policing Community Charter in 2021 committing to work with all councils in the development and focus, through joint working, of (up to) three local priorities.

In February 2023 the Town Council identified the following as its top three concerns: (1) Anti-social behaviour (including online / telephone/door-to-door scamming and daytime street drinking/drunkenness) (2) Speeding and (3) Hate crimes amongst school children.

Members were requested to review and agree the Council's priorities for the next quarter and to complete a 'Parish Contact Contract' form, copies having been circulated.

Following discussion, **it was RESOLVED** that the Local Policing Community Charter contract be renewed with the following local issues identified as policing priorities for Bromyard and Winslow:

1. Anti-social behaviour
2. Drug offences (particularly on town green)
3. Speeding/traffic offences

#### **C24/40 Public Question Time**

Referring to the Police Charter (C24/39 refers) a local resident noted the need for a multi-agency approach to prevention and detection, and questioned whether the police's proposed actions would be sufficiently collaborative.

He also raised concerns about public participation in the Herefordshire Local Plan Regulation 18 consultation process. He found the consultation materials difficult to respond to and was concerned that the complexity of accessing information on the website would deter broader public engagement. He also noted a lack of costing information for the proposed developments, making it hard to assess the true impacts on local services such as education, healthcare, and transportation.

Referring to the specific policy proposals for Bromyard, he questioned the relationship and dialogue between Bromyard and neighbouring parishes of Avenbury and Brockhampton which would be affected by the proposals.

#### **C24/41 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.

Additionally, Cllr Stoddart provided an update on the following matters:

- Cabinet's decision on April 25th to end Herefordshire Council's Public Realm Services contract with Balfour Beatty Living Places (BBLP) in 2026.

- Regarding the gas mains at Linton Lane, BBLP had asked Cadent to relocate the mains, but Cadent is refusing to do the work because the adjacent wall is in an unsafe condition, and the wall's owner is unwilling to address the issue.
- The long-awaited double yellow lines opposite the post office were installed this very afternoon.

#### **C24/42 Chairman's Report**

The Chairman's final written report for her last year in office was received and noted. Copies of the report had been circulated with the agenda prior to the meeting.

The Chairman referred to the list of all the events she had attended over the past two years and expressed deep gratitude for the tremendous support she had received from her husband consort. She also conveyed her sincere appreciation for the support and assistance provided by the council staff and thanked the councillors who had accompanied her on various outings, and expressed confidence that they would extend the same level of support to her successor.

#### **C24/43 Town Clerk's Report**

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

#### **C24/44 Exclusion of members of the Public and Press**

*LGA 1972 ss 101, 102*

The were no items identified for consideration in private session.

#### **C24/45 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 following meetings:

1. Full Council meeting held on 26<sup>th</sup> February 2024
2. Re-convened Full Council Meeting held on 6<sup>th</sup> March 2024
3. Extraordinary Full Council meeting held on 19<sup>th</sup> March 2024

#### **C24/46 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 4<sup>th</sup> March 2024 and 8<sup>th</sup> April 2024.

##### **2. Properties Committee**

**It was RESOLVED** to receive and note the Minutes of the Properties Committee meeting held on 11<sup>th</sup> March 2024.

##### **3. Burial Committee**

**It was RESOLVED** to receive and note the Minutes of the Burial Committee meeting held on 25<sup>th</sup> March 2024.

##### **4. Finance Committee**

**4.1 It was RESOLVED** to receive and note the Minutes of the Finance Committee meetings held on 15<sup>th</sup> April 2024.

**4.2 It was RESOLVED** to approve the following recommendations from the Finance Committee meeting held on 12<sup>th</sup> February 2024.

**F24/15, 7** To authorise payments arising on a regular basis as the result of a continuing contract, statutory duty, or obligation: staff salaries, wages, and PAYE/NIC applicable to

administration and maintenance staff, based upon contractual obligations, in monthly amounts for the financial year 2024/25.

- F24/15, 8** To authorise the following payments arising on a regular basis by Direct Debit;
- a. Herefordshire Council non-domestic rates:
    - Room 10: one instalment of £147.00 followed by 9 monthly instalments of 150.00 Total £1,497.00
    - Room 11: one instalment of 99.43 followed by 9 monthly instalments of 104.00 Total: £1,035.43
    - Room 12: one instalment of 102.90 followed by 9 monthly instalments of 105.00 Total: £1047.90
    - Room 13: one instalment of 50.05 followed by 8 monthly instalments of 53.00 Total: £474.05
    - Room 24: one instalment of 99.43 followed by 9 monthly instalments of 104.00 Total: £1035.43 (Note – now vacant; rate relief requested)
    - Room 25: one instalment of 104.95 followed by 9 monthly instalments of 102.00 Total £1022.95 (Note – now vacant; rate relief requested)
    - Room 27 (Council chamber): one instalment of £258.90 followed by 9 monthly instalments of 254.00 Total £2,544.90
    - Rowberry St. car park & premises: one instalment of 215.60 + 57.63 followed by 9 monthly instalments of 220.00
    - Tenbury Rd. car park & premises: One instalment of 391.20 followed by 9 monthly instalments of 389.00
  - b. Welsh Water – water services at Council complex, public toilets, cemetery: variable amounts
  - c. Herefordshire Council waste collection (green bins & recycling) for Complex – 4 equal payments of £258.12
  - d. Herefordshire Council waste collection (green bins) for Cemetery – 4 equal payments of £190.06
  - e. Biffa Municipal green waste collection monthly instalment of 6.67
  - f. West Mercia Energy – Electricity and Gas (all properties) variable amounts; Parish lamps – variable amounts
  - g. Lloyds Bank – monthly payment of bank charges
  - h. Information Commissioner – Data protection fee: annual payment of 35.00
  - i. Public Works Loan Board – Loan repayments: two payments of £8,987.89 and two payments of £8,829.08

**F24/16** Banking

That an allocation of £85,000 be deposited in 95-day notice accounts at three reputable banks: Nat West, Redwood, and Hampshire Trust, totalling £255,000.

Funds for the deposits to be sourced from the existing Lloyds savings account and the CCLA Public Sector Deposit Fund, leaving an approximate balance of £50k to be retained on deposit with the latter.

**F24/19 Council Asset Register**

To approve the Asset Register for the year ended 31.03.2024.  
Total Assets £846,206.

**5. Traffic Management Committee**

5.1 **It was RESOLVED** to receive and note the Minutes of the Traffic Management Committee meetings held on 22<sup>nd</sup> April 2024.

5.2 **It was RESOLVED** to approve the following recommendations from the Traffic Management Committee meetings held on 22<sup>nd</sup> January 2024.

**TM 24/12,2a+b Speeding**

That the local Safer Neighbourhoods Team (SNT) be requested to carry out on-site checks to assess whether there is a speeding problem on Church Street and Rowberry Street.

**TM 24/12,2c Extension of yellow zigzag markings next to Fire Station in New Road.**

That the Local Highways Authority be contacted to enquire if the extension of double yellow lines in this situation is appropriate.

**C24/47 Neighbourhood Development Plan (NDP)**

1. Cllr Brookes, the NDP Project Facilitator, provided a PowerPoint presentation and update on the progress made to date. In summary:

The NDP is a crucial document for Bromyard, as it is a statutory, legally binding plan that will shape the future development of the town. It has a very wide remit, covering areas such as housing, health and leisure, travel and transport, jobs and business, green spaces, and the built environment.

The NDP process involves extensive community engagement, a rigorous examination by Herefordshire Council and an independent examiner, and ultimately a referendum. While the plan may include site allocations, the focus is on developing a comprehensive set of policies that reflect the community's priorities and needs.

Progress so far: a Steering Group has been established; a draft project plan has been developed; engagement has taken place with Herefordshire Council officers. The aim is to complete the initial phases of the project by the end of October 2023, which is an ambitious but achievable timeline.

The Steering Group is seeking additional volunteers, particularly younger representatives and those who can contribute to diversity.

In terms of resources, the Council has appointed consultants to assist with the plan's development, but expects minimal administrative support needs as the steering group is fairly self-sufficient.

The key to the NDP's success will be the full ownership and support of the Town Council, a focus on simplicity, and strong links with key stakeholders and effective project management.

Members had the opportunity to ask questions and provide comments on the progress report. The Chairman thanked Cllr Brookes for the comprehensive update and looked forward to the continued development of the Neighbourhood Development Plan.

- Members considered the draft NDP Steering Group Terms of Reference and eligibility criteria.

**It was RESOLVED** to approve the NDP Steering Group Terms of Reference and eligibility criteria, as presented.

**C24/48 Armed Forces Week – 24<sup>th</sup> to 29<sup>th</sup> June 2024**

- It was RESOLVED** to receive the Notes from the Armed Forces Day Working Group meetings held on the 11<sup>th</sup> September 2023, 3<sup>rd</sup> January 2024 and 7<sup>th</sup> February 2024, (deferred from 26.02.2024 meeting), 3<sup>rd</sup> April, 2024 and to endorse the plans therein.
- To review the proposed budget and to evaluate whether any further funds should be allocated.

**It was RESOLVED to defer this item to the next meeting.**

**C24/49 Financial Matters**

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
D C Gardening Srvcs	Lengthsman works March 2024	4,350.00	870.00	5,220.00
Citizens Advice Worcestershire & Herefordshire	Weekly outreach service Apr-June 24	2,500.00	0.00	2,500.00

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

**C24/50 Consultations**

- The Herefordshire Draft Local Plan 2021-2041

This item is referred to the Full Council by the Planning & Economic Development Committee. Minute P24/30 refers.

Members reviewed the Planning and Economic Development Committee recommendations on the Herefordshire Draft Local Plan 2021-2041 document and following discussion, **it was RESOLVED** to approve the recommended responses as presented.

- Local Transport Plan (LTP) Consultation

The Town Council has been invited to comment on the LTP consultation which runs from 25<sup>th</sup> March to 21<sup>st</sup> May.

<https://consultations.herefordshire.gov.uk/consultations/article/113/local-transport-plan-consultation>

This item is referred to the Full Council by the Traffic Management Committee. Minute TM24/13 refers.

Members reviewed and considered the compiled feedback received from members of the Traffic Management Committee. It was noted that the questionnaire format was designed for individuals rather than a council which made it difficult to complete.

Following discussion, it agreed that the Town Clerk contact Herefordshire Council to ascertain the best way for the Town Council to provide its feedback on the LPT consultation.

**C24/51 Casual Vacancy**

A casual vacancy has arisen following the resignation of Frederick Clark on 17<sup>th</sup> April, 2024, due to ill health.

If a request for an election is not received by the deadline of 22<sup>nd</sup> May then Bromyard and Winslow Town Council will be able to co-opt a person to fill the vacancy. If there is an election, it will take place not later than 60 days (excluding dies non) after 1st May, 2024.

Noted.

**C24/52 Bank Mandate**

**It was RESOLVED** to appoint Cllr Davies as a new bank signatory to replace former Councillor Clark on the Council's bank accounts.

**C24/53 Town Maintenance**

**It was RESOLVED** to approve the purchase of an Orderly Barrow for the newly appointed Town Maintenance Operative in the sum of £1,199.59 + VAT and to authorise the purchase of appropriate Personal Protective Equipment and hand tools etc.

**C24/54 Health & Safety and HR support contract**

The current contract for Health & Safety support is due for renewal. Members were requested to consider proposals from three companies offering Health and Safety, Employment Law and HR services. The Clerk had prepared a report setting out the benefits of adding HR Services to the existing H&S service, including a cost comparison.

Following evaluation of the proposals, **it was RESOLVED** to award the contract for Health and Safety, Employment Law and HR services to Peninsula on a 36 month term, in the sum of £3,888 per annum. The Clerk to sign the contract agreement on behalf of the Council.

**C24/55 Market Towns Investment Plans, (MTIP)**

Herefordshire Council has allocated £25,000 from the UK Shared Prosperity Funding to each of the five Market Towns to help them take forward feasibility studies resulting directly from the Market Towns Investment Plans, (MTIP), which were developed in 2021. This funding will be used by Herefordshire Council to commission consultants to undertake feasibility studies, on behalf of the Towns, which progress the key priorities of the MTIPs.

Members considered the following proposal:

'That the Full Council endorses and supports the continuation of discussions by the Bromyard Development Association CIC including the Chair and Vice-Chair of Bromyard & Winslow Town Council, to obtain a feasibility study for the proposed employment land at Linton and other elements of the Bromyard Market Town Investment Plan'.

An amendment was moved to add in the following sentence:

"In addition, the Full Council urges the Bromyard Development Association CIC to liaise with the B&W NDP Steering Group in these matters".

A vote was taken on the inclusion of the amendment, which was approved.

A vote was taken on the substantive motion, and **it was RESOLVED** to approve the motion as amended.

**C24/56 Committee Terms of Reference**

Following review at Committee level, Members considered the adoption of the Terms of Reference (ToR) for the following Standing Committees:

- Staffing (no change)
- Planning & Economic Development (Membership to be increased from 5 to 7)
- Finance (no change)
- Properties (no change)
- Burial (no change)

Referring to the ToR's for the Planning & Economic Development it was proposed that item 8. (*The Committee*) 'Shall engage proactively with potential developers prior to application stage to help shape applications to the benefit of Bromyard & Winslow' be removed.

**It was RESOLVED** that the above Terms of Reference, (as amended) be approved and adopted.

**C24/57 Citizens Advice Herefordshire (Part of Worcester CAB & WHABAC)**

**It was RESOLVED** to receive and note the Report on the Bromyard Outreach Service for Quarter 4 – 2023/24 (January to March) copies having been circulated.

**C24/58 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 – *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*

**C24/59 Correspondence**

The Clerk gave details of correspondence received.

1. The Herefordshire Council Community Infrastructure Grant had been launched. <https://www.herefordshire.gov.uk/directory-record/6740/community-infrastructure-grant-repf>
2. Midlands Connect and Herefordshire Council's forthcoming Herefordshire Transport Summit, will take place at the Courtyard Theatre, Hereford on 7<sup>th</sup> June 2024. 10:00-13:30
3. Draft Herefordshire Local Plan Regulation 18 Consultation 25 March to 20 May 2024  
The Draft Local Plan Regulation 18 consultation is currently running. Individuals can read and comment on the Draft Plan, the Herefordshire Design Code and Sustainability Appraisal (SA) and Habitat Regulations Assessment (HRA) documents via Herefordshire Council [Local Plan consultation pages](#) or directly through [Commonplace](#) up until the 20th May.

Chairman.....

Date .....