



BROMYARD & WINSLOW TOWN COUNCIL

Council Offices
The Old Vicarage
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Bromyard, HR7 4DU

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AGENDA
C24/133 - C24/150

11.12.2024

To: All Members

You are summoned to attend a meeting of The Full Council to be held on Monday 16th December 2024 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: M Franklin (Chairman), C Davies (Vice-Chairman),
P Andrews, N Brookes, Dr D Dunne-Thomas G Churchill, L Holman, L Law,
J Lester, J Lloyd, C Magson, R Page, C Robinson, M Stevens and J Weighill.

AGENDA

C24/133 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.

C24/134 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.

C24/135 Policing Matters

To receive a report from the local Policing team.

C24/136 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.

C24/137 Ward Members Reports

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

C24/138 Chairman's Report

To receive a report from the Chairman of the Council.

C24/139 Town Clerk's Report

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

C24/140 Exclusion of members of the Public and Press

The Public Bodies (Admission to meetings) Act 1960 Sec 1 (2)

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.

C24/141 Full Council Minutes

LGA 1972 Sch 12 para 41(1)

To confirm as a correct record and sign the Minutes of the meeting held on 28th October 2024.

C24/142 Committee Minutes**1. Planning & Economic Development Committee**

1.1 To receive and note the Minutes of the Planning & Economic Development Committee meetings held on 4th November and 2nd December 2024. *Cllr Page*

1.2 To consider the following recommendations from the Planning & Economic Development Committee meetings held on 2nd December 2024.

- P24/92,3. Planning Application [P214307/RM - Land off Ashfield Way, Bromyard, Herefordshire.](#)

That the Council expresses its concern over issues raised, including highways, water supply, public safety (particularly regarding the two basins), and drainage. The Council to seek guidance and clarification from Herefordshire Council on whether this constitutes a new application and whether the existing application should be revoked.

- P24/94 Appeal: reference: APP/W1850/W/23/3334520
Land at Flaggoners Green.

That a letter be sent to the Deputy Prime Minister and Secretary of State for Housing, Communities and Local Government. The letter will request that the Secretary of State reviews the matter, considers whether the Inspector's decision was *ultra vires* and whether she could use her authority to quash the appeal decision and refer the application back to Herefordshire Council.

1.3 To consider a draft letter in respect of P24/94 (above) to send to the Deputy Prime Minister and Secretary of State for Housing, Communities and Local Government.

2. **Properties Committee**

To receive and note the Minutes of the Properties Committee meeting held on 11th November 2024. *Cllr L Law*.

3. **Finance Committee**

3.1 To receive and note the Minutes of the Finance Committee meetings held on 18th November and 9th December 2024. *Cllr L Law*

3.2 To consider the following recommendation from the Finance Committee meeting held on 9th December 2024.

- F24/49 Internal Audit 2024-25

That the interim internal audit report for the year ended 31st March 2025 be accepted and adopted, with no matters requiring action.

4. **Staffing Committee**

4.1 To receive and note the Minutes of the Staffing Committee meetings held on 13th November and 3rd December 2024. *Cllr D Dunne-Thomas*

4.2 To consider the following recommendation from the Staffing Committee meeting held on 13th November 2024.

- S24/20 Human Resources Documentation (Circulated by email only – hard copies available on request)

That the Employee Handbook be approved and adopted with the following policies and procedures:

- Absence Policy (new)
- Email and Internet Policy (new)
- Lone Worker Policy (replace with NALC policy)
- Anti-Bribery Policy (new)
- Anti-Tax Evasion Policy (new)
- Whistle-blowers Procedure (new)
- Capability Procedure (new)
- Disciplinary Procedure (retain existing NALC procedure)
- Grievance Procedure (retain existing NALC procedure)
- Personal Harassment Policy and Procedure (new)
- Equality, Inclusion and Diversity Policy (new)
- Menopause Policy (new)

C24/143 Committee Membership

To appoint Councillors to fill the vacancies on the Planning & Economic Development Committee and the Traffic Management Committee which have arisen due to the death of Cllr Nielsen.

C24/144 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
Rob Wilks	Floral Decorations	7,907.25	1,581.45	9,488.70
G I Sykes Ltd.	Works to public toilets. (1 st instalment)	15,445.77	3,089.15	18,534.92
G I Sykes Ltd.	Works to public toilets. (2nd instalment)	7,395.06	1,479.01	8,874.07
	Totals	30,748.08	6,149.61	36,897.69

C24/145 Draft Budget 2025/26

To consider the formal adoption of the draft Budget for 2025/26 (v.3) as recommended by the Finance Committee (Minute F24/51 refers). See attached budget sheets.

C24/146 Precept 2025/26

To consider requesting a precept of £296,744 from Herefordshire Council for 2025/26.

This figure is recommended to Council by the Finance Committee (Minute F24/51)

Note: Herefordshire Council has requested that the precept request for 2025/26 be submitted by 31st December 2024.

C24/147 Consultations

The Government is consulting on introducing powers for local authority members to apply to the relevant authority for a dispensation to attend formal council meetings remotely and vote by proxy in certain circumstances.

This is an on-line consultation only. Closing date 19th December 2024.

Full details can be accessed via the government website [here](#).

Copy of consultation questions herewith.

C24/148 Neighbourhood Development Plan (NDP)

To receive an update from Cllr N Brookes, NDP Project Facilitator.

C24/149 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 Magson*
- b) Bromyard Downs Common Association - *Cllr Churchill*
- 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 Law*
- g) Kempson Players – *Cllr Holman*
- h) Public Hall Committee - *Cllr Davies*

C24/150 Correspondence

To note any items of correspondence received.