



## BROMYARD & WINSLOW TOWN COUNCIL

### FULL COUNCIL

Minutes of The Full Council meeting  
held on Monday 28<sup>th</sup> October 2024 at 7pm  
in The Council Chamber, The Old Vicarage,  
1 Rowberry Street, Bromyard.

#### MINUTES

C24/114 - C24/132

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

Officers Present: K Mitchell (Town Clerk)

In attendance: Herefordshire Cllr P Stoddart - Bromyard Bringsty ward  
2 Members of the public  
2 Representatives of Bromyard Speed Festival  
2 officers – Bromyard Safer Neighbourhood Team (SNT), West Mercia  
Police

The fire safety procedure was read to the meeting.

#### **C24/114 Apologies**

*LGA 1972 S85 (1)*

Apologies were received and accepted from Cllr Nielsen (health).

#### **C24/115 Declarations of Interest and written requests for dispensations**

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

None declared.

#### **C24/116 Policing Matters**

PC Doug Hamilton was introduced as the newest member of the Bromyard Safer Neighbourhood Team.

PCSO Toby Stephenson reported on issues including antisocial behaviour, car theft, a successful drug arrest. He highlighted the "Coffee with a Cop" initiative for community engagement.

Councillors expressed concerns about drug activity, police attendance at meetings, and on-street parking issues.

The police explained that the Bromyard station is not a front desk office; the station is not fully manned as they are often out and about in the community. With a large area to cover and varying shifts, they strive to attend as many meetings as possible.

The Chairman thanked the police for their attendance and update.

#### **C24/117 Presentation**

Members received a presentation from representatives of the Bromyard Speed Festival, regarding plans for the 2025 festival.

Day 1: A pre-war vintage car rally to conclude in Bromyard.

Day 2: A non-competitive hill climb featuring approximately 250 vehicles.

A road closure will be required between Broadbridge and The Bromyard Downs.

The festival is scheduled for summer 2025, with specific dates yet to be confirmed.

Members expressed support for the event noting the potential to raise Bromyard's profile and attract national media attention.

#### **C24/118 Public Question Time**

No questions.

#### **C24/119 Ward Members Reports**

Bromyard Bringsty ward - Cllr P Stoddart's written report was circulated to members. Noted.

Bromyard West ward - Cllr C. Davies reported that her written report would be circulated after the meeting.

#### **C24/120 Co-option**

*Representation of the People Act 1985 Section 21 (2)*

1. Members considered one application for co-option to Bromyard and Winslow Town Council; copies having been circulated.

Current Vacancies: East Ward: 1 vacancy; West Ward: 2 vacancies

The candidate was invited to introduce himself and provide additional information as to his suitability for the role.

Following a question-and-answer session, **it was RESOLVED** that Jon Weighill be co-opted to the Town Council, representing the East ward.

Cllr Weighill signed his Declaration of Acceptance of Office and joined the meeting.

2. Committee Membership

**It was RESOLVED** to appoint Cllr Weighill to serve on the Burial Committee. Given his experience with property management, Cllr Weighill agreed to assist the Public Toilets Working Party with the replacement project.

#### **C24/121 Chairman's Report**

The Chairman announced that his report has been published in the Bromyard Info magazine. Any member interested in a copy of his report should contact the Chairman for a copy via email.

Unfortunately, the Chairman was unable to attend the Parish Council summit meeting due to having Covid. Cllr Brookes attended the summit and provided a verbal report on the event.

#### **C24/122 Town Clerk's Report**

The Clerk's report, which was circulated with the agenda, was received and noted. Additionally, she reported that the Chief Executive and Leader of Herefordshire Council wished to attend a Bromyard Town Council meeting in December to share their vision, ambitions, and priorities, as well as discuss opportunities for collaboration with the Town Council and identify practical actions.

#### **C24/123 Exclusion of members of the Public and Press**

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

No items were identified for consideration in closed session.

**C24/124 Full Council Minutes**

**It was RESOLVED** to confirm as a correct record and sign the Minutes of the following meetings:

1. Full Council meeting held on 29<sup>th</sup> July 2024.
2. Extraordinary Full Council meeting held on 17<sup>th</sup> September 2024.
3. Extraordinary Full Council meeting held on 10<sup>th</sup> October 2024

**C24/125 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 5<sup>th</sup> August, 2<sup>nd</sup> September and 7<sup>th</sup> October 2024.

**2. Properties Committee**

**It was RESOLVED** to receive and note the Minutes of the Properties Committee meeting held on 9<sup>th</sup> September 2024.

**3. Burial Committee**

To receive and note the Minutes of the Burial Committee meeting held on 16<sup>th</sup> September 2024.

**4. Finance Committee**

4.1 **It was RESOLVED** to receive and note the Minutes of the Finance Committee meeting held on 14<sup>th</sup> October 2024.

4.2 a) **It was RESOLVED** to approve the following recommendation from the Finance Committee meeting held on 14<sup>th</sup> October 2024.

F24/39 Internal Audit 2024-25

That Mulberry Local Authority Services Ltd be engaged to carry out the internal audit for the financial year 2024-25, and to explore the possibility of locking in their services for a longer period.

b) Members considered the option to secure the internal audit service for a fixed term of three years (2024-2027) at a rate of £70 + VAT per hour.

**It was RESOLVED** to engage Mulberry Local Authority Services Ltd, for a 3-year fixed term option, covering the period 2024-2027 at a rate of £70 + VAT per hour.

4.3 Financial Controls - National Association of Local Councils' (NALC) new model Financial Regulations (published April 2024)

Members considered the revised Financial Regulations as recommended by the Finance Committee at its meeting held on 14<sup>th</sup> October 2024. Minute F24/37 refers.

**It was RESOLVED** to approve and adopt the revised Financial Regulations, as presented.

**5. Traffic Management Committee**

5.1 **It was RESOLVED** to receive and note the Minutes of the Traffic Management Committee meeting held on 21<sup>st</sup> October 2024.

5.2 Members considered the following recommendations from the Traffic Management Committee meeting held on 21<sup>st</sup> October 2024.

- TM24/24, 2b. Traffic Matters  
**It was RESOLVED** to approve the recommendation for a request to be made to the Local Highways Authority for a convex mirror to be installed near the junction of Church Lane from Cruxwell Street.
- TM 24/25 Local Drainage Fund Application – Gully Clearing and Cleansing. That the following areas are included in the application:
  - Full length of Old Road
  - Bottom of Sherford Street
  - Victoria Road**It was RESOLVED** to approve the above recommendation, with the inclusion of 'the bottom of Winslow Road' for gully cleansing.

### 5.3 Referring to TM24/26, b. Correspondence

*Background: A local resident raised concerns with ward Cllr Stoddart regarding drainage, sewerage and condition of pavements in areas in-and-around the by-pass and underpass.*

*Cllr Stoddart confirmed that Herefordshire Council's contractor, Balfour Beatty Living Places, no longer maintain pavements (leading to an increase in weeds and soil encroachment), and enquired whether the Town Council would consider taking on this responsibility.*

The Traffic Management Committee referred this issue to the Full Council for further discussion. Members acknowledged that the legal responsibility for these works lies with Herefordshire Council. Concern was expressed over Herefordshire Council abdicating its responsibility, however, given its financial situation, members recognised that if the Town Council does not agree to take on these works, it may not get done.

**It was RESOLVED** that this matter be delegated to the Clerk in consultation with the Chair and Vice Chair of the Traffic Management Committee, and the Chair and Vice Chair of the Council.

### 5.4 Traffic Signage

Members considered a request from Highwell House Care Home, located on Highwell Lane, for improved signage.

Following discussion, **it was RESOLVED** to support Highwell House Care Home's request to Herefordshire Council and Balfour Beatty for the installation of directional signage on the Bromyard Bypass to aid visitors and emergency services.

## C24/126 Cyber Insurance

Members considered a renewal offer for the Council's Cyber Package Insurance Policy.

**It was RESOLVED** to accept the quotation from Sutcliffe Insurance brokers for an increased level of liability of £1 million, in the sum of £2,254.08, for a one-year term, effective 9<sup>th</sup> November 2024.

## C24/127 Quarterly Reports

**It was RESOLVED** to receive the following quarterly reports, for the period 1<sup>st</sup> July to 30<sup>th</sup> September 2024:

- a) Cash & Investment Reconciliation
- b) Receipts & Payments Summary report
- c) Income & Expenditure Report by Account code

### **C24/128 Consultations**

Herefordshire Council has commenced a five-yearly review of all polling districts, polling places and polling stations. The consultation runs Monday 16 September to Monday 18 November 2024.

*At this point, Cllr G Churchill, declared an interest as Chair of the Public Hall.*

A proposal to request that Herefordshire Council look at an alternative polling station for Bromyard West, instead of the Public Hall situated in Bromyard East, was LOST by 4 votes to 8, with 2 abstentions.

Whilst it was noted that Herefordshire Council had not proposed any changes for Bromyard and Winslow, **it was RESOLVED** to make the following comments:

1. Bromyard (West) BW01N - Methodist Church Hall, 20 New Road, Bromyard – To recommend that this polling station is REMOVED, retaining only the polling station at The Public Hall, which is in a more central location and has better parking facilities.
2. Bromyard (West) BW02N - The Public Hall , Rowberry Street , Bromyard - No change
3. Bromyard (East) BT02N - The Public Hall, Rowberry Street, Bromyard - No change
4. Bromyard (East) BT03N - The Public Hall, Rowberry Street, Bromyard - No change.

*In order to complete the remaining business on the agenda, **it was RESOLVED** to suspend Standing Order 3w (A meeting shall not exceed a period of 2 hours) to extend the meeting until not later than 9.30pm.*

### **C24/129 Neighbourhood Development Plan (NDP)**

Cllr N. Brookes, NDP Project Facilitator, provided a verbal update on the Neighbourhood Development Plan (NDP). Consultant arrangements had been resolved, resulting in a reduced original bill and a satisfactory year-end conclusion. A grant application to Locality was successful, and additional funding has been secured to engage AECOM in producing a Design Code.

A significant public engagement phase had commenced, with leaflets delivered via Royal Mail to inform residents about submitting suggestions, both online and through suggestion boxes. Community workshops and youth workshops are scheduled to take place. Cllr Brookes had conducted face-to-face interviews with key stakeholders and an email survey to gather opinions from other stakeholders, organisations, and businesses in the parish. The results will be compiled into a user-friendly report.

Cllr Brookes emphasised the importance of various documents, such as the employment needs survey and housing needs analysis, in shaping Bromyard's future with Herefordshire Council. The Design Code will serve as a critical reference for the Town Council in commenting on planning applications and will be an essential document for Herefordshire Council.

She reported that the Steering Group is entering the policy-setting phase and stressed the importance of the Town Council fully "owning" the NDP.

**C24/130 Citizens Advice Herefordshire (Part of Worcester CAB & WHABAC)**

**It was RESOLVED** to receive a Report on the Bromyard Outreach Service for Quarter 2 – 1<sup>st</sup> July to 30<sup>th</sup> September 2024. Supporting papers circulated by email only.

Whilst the report was commended, it was noted that the service could benefit from improved promotion in the town, and that this should be relayed to the CAB.

**C24/131 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 Magson had not received an invitation to any meetings.
- b) Bromyard Downs Common Association - Cllr Churchill - no meeting.
- c) Bromyard Grammar School Foundation - Cllr Dunne-Thomas - next meeting to be held in November. Grant applications were now open for submission. Closing date October 31<sup>st</sup>.
- d) Bromyard Relief in Need - Cllr Dunne-Thomas. A meeting had been held however no details available due to confidentiality.
- e) Festivals Association – Cllr Davies provided a written report.
- f) HALC Executive - Cllr Law circulated a report via email.
- g) Kempson Players – Cllr Holman – no report.
- h) Public Hall Committee - Cllr Davies – no meeting.

**C24/132 Correspondence**

A letter had been received from the Chief Executive of Project 50, thanking the Council for the grant provided to a local girl for her volunteer placement in Ghana last year. Noted.

There being no further business to transact, the Chairman closed the meeting at 9:15pm.

CHAIRMAN .....

DATE .....