



BROMYARD & WINSLOW TOWN COUNCIL

FULL COUNCIL

Minutes of The Full Council meeting
held on Monday 29th July 2024 at 7pm
in The Council Chamber, The Old Vicarage,
1 Rowberry Street, Bromyard.

MINUTES
C24/81 - C24/101

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

Officers Present: K Mitchell (Town Clerk)

In attendance: Herefordshire Cllr P Stoddart - Bromyard Bringsty ward
2 Members of the public

The fire safety procedure was read to the meeting.

C24/81 Apologies

LGA 1972 S85 (1)

Apologies were received and accepted from Cllr C Robinson – work commitments.

C24/82 Declarations of Interest and written requests for dispensations

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

None declared.

C24/83 Policing Matters

1. Report from the local Policing team. No representative from the local policing team was available to provide a report.
2. Town and Parish Council Survey 2024
The Town Council received an invitation to participate in the Town and Parish Council Survey 2024; closing date, 5th August 2024. Members were requested to complete the questionnaire individually and return their responses to the Clerk for collation and submission.

C24/84 Public Question Time

A member of the public raised concerns about the lack of double-depth plots and limited burial space in the Bromyard cemetery. In response, it was explained that for many years, the council had been actively searching, and continues to search, for land to establish a new burial ground but have not yet been successful in finding a suitable site.

C24/85 Ward Members Reports

Bromyard West ward - Cllr C. Davies reported that, due to email issues, her report would be circulated after the meeting. She announced that she is now the Leader of the True Independents.

Bromyard Bringsty ward - Cllr P Stoddart's written report was circulated to members. His report noted the re-election of Councillor Lester as Leader of Herefordshire Council; the approval of the Herefordshire Council Plan 2024-28;

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the successful Armed Forces Week; updates on specific local matters, including gas main repairs and drainage inspections.

Following Cllr Stoddart's reference to Armed Forces Day, a vote of thanks was proposed and unanimously approved in recognition of the outstanding efforts of the Town Council staff.

C24/86 Chairman's Report

The Chairman reported on recent engagements, highlighting a successful Parish Summit held on 9th July, which had been re-introduced with an aim to improve relationships between Herefordshire Council and Town/Parish Councils. Key points included plans to reinvent the Parish Council Charter and a focus on understanding local priorities. Members were encouraged to consider their priorities ahead of the 2025-26 budget setting process. The next summit is scheduled for 8th October. Topics to include society's response to adults and children needing care and finalising the Parish Charter.

C24/87 Town Clerk's Report

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

C24/88 Exclusion of members of the Public and Press

LGA 1972 ss 101, 102

It was RESOLVED that agenda items C24/99 to C24101 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. Contractual Information.

C24/89 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. Annual Full Council meeting held on 20th May, 2024.
2. Extraordinary Full Council meeting held on 17th June, 2024.

C24/90 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 3rd June 2024.

1.2 Consideration of the following recommendation from the Planning & Economic Development Committee meeting held on 3rd June 2024.

- P24/45 To approve the proposed amendments to the S106 list for Bromyard and Winslow. (Copy herewith).

Referring to the proposed removal of 'improvements to bus stops on the bypass and provide new pull in points and shelters', Cllr Franklin requested that this item be kept on the s106 wish-list. He noted that whilst Herefordshire Council had indicated that the works were not technically feasible due to length constraints, there may be value in considering a one-bus pull-in as an alternative to the previously requested double-length pull-in.

It was RESOLVED that 'improvements to bus stops on the bypass and provide new pull in points and shelters', remain on the S106 wish list, notwithstanding technical difficulties, and that the proposed S106 wish-list, as amended, be approved as follows:

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- Improvements to bus stops on the bypass and provide new pull in points and shelters
- Improvements to the A44, Old Road to Panniers Lane junction at Flaggoners Green.
- Improvements to proposed Gateway to Bromyard greenway, along the former railway line.
- Purchase of new outdoor play equipment for Kempson Players (Bromyard Recreation ground)
- Improvements and extension to the cemetery.
- Permanent festival site and car park (including toilets).
- Provision of dedicated meeting facility for Bromyard Youth Groups

2. Properties Committee

It was RESOLVED to receive and note the Minutes of the Properties Committee meeting held on 10th June 2024.

3. Burial Committee

It was RESOLVED to receive and note the Minutes of the Burial Committee meeting held on 17th June 2024.

4. Finance Committee

4.1 **It was RESOLVED** to receive and note the Minutes of the Finance Committee meeting held on 8th July 2024.

4.2 **It was RESOLVED** to approve the following recommendation from the Finance Committee meeting held on 8th July 2024.

- F24/29 Budget 2024/25 - That any underspends from the 2023/24 budget be carried forward to the corresponding budget lines in the 2024/25 financial year.

5. Traffic Management Committee

It was RESOLVED to receive and note the Minutes of the Traffic Management Committee meeting held on 22nd July 2024.

C24/91 Financial Matters

Invoices for scrutiny

In accordance with internal controls in respect of invoices above the value of £2,500, members were requested to approve payment of the following invoices:

Invoices		Net	Vat	Total
Kirkwells	NDP consultancy work	3,990.00	798.00	4,788.00
Adrian Legge	Garden of Peace Memorial	4,015.00	0.00	4,015.00

It was RESOLVED that,

- 1) payment of the invoice from Adrian Legge be approved.
- 2) payment of the Kirkwells invoice be delayed until such time as negotiations regarding specific undelivered invoiced elements and further works are concluded.

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C24/92 Committee Membership *(Deferred from Annual Council meeting 20.05.2024)*

1. Planning & Economic Development Committee

- a) Members considered increasing the number of Councillors serving on the Committee. This was due to more Councillors wanting to serve on the Committee than there were available spaces. (Minute C24/68 refers)

It was RESOLVED to increase the number of Councillors serving on the Planning & Economic Development Committee from 7 to 9 Members.

- b) **It was RESOLVED** to appoint the following members to serve on the Planning & Economic Development Committee.

Andrews, Brookes, Churchill, Franklin, Holman, Nielsen, Magson, Page, Stevens.

- c) Election of i) the Chairman, and ii) the Vice-Chairman of the Committee

NB: In accordance with Standing Order 4,d,vi, only members of the Committee may vote on the appointments.

- i) **It was RESOLVED** that Cllr R Page be elected as Chairman of the Planning & Economic Development Committee for the remainder of the municipal year 2024-25.
- ii) **It was RESOLVED** that Cllr P Andrews be elected as Vice-Chairman of the Planning & Economic Development Committee for the remainder of the municipal year 2024-25.

2. Staffing Committee

- a) Appointment of one member to serve on the Staffing Committee.

(NB: The Committee is made up of 6 ex-officio members plus 1 further member. If any councillor holds more than one qualifying position then the Vice-Chairman of the standing committee in question shall be a member of the Staffing Committee)

It was RESOLVED to appoint Cllr G Churchill to serve on the Staffing Committee.

The Staffing Committee to consist of: Cllrs Churchill, and ex-officio members:- Davies, Dunne-Thomas, Franklin, Law, Nielsen, Page.

- b) Election of i) the Chairman, and ii) the Vice Chairman of the Staffing Committee.

(NB: In accordance with Standing Order 4,d,vi, only members of the Committee voted on the following appointments)

- i) **It was RESOLVED** that Cllr D Dunne-Thomas be elected as Chairman of the Staffing Committee for the remainder of the municipal year 2024-25.
- ii) **It was RESOLVED** that Cllr C Davies be elected as Vice-Chairman of the Staffing Committee for the remainder of the municipal year 2024-25.

Cllr Nielsen left the meeting at this point due to feeling unwell.

C24/93 Subscriptions

Members considered renewing the Council's annual membership to the Rural Market Town Group for 2024/25 at a cost of £120.

Following discussion, it was **RESOLVED** not to renew the subscription for 2024/25.

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C24/94 Public Toilets

Members considered a recommendation from the Working Group regarding a proposed design for upgrading the public toilet facilities in the Tenbury Road car park. The new design aims to improve accessibility, update the appearance, and create a more pleasant user experience.

The working group seeks approval to proceed with the proposed design and initiate the tender process to select a construction contractor. Advice is being sought on whether planning permission will be required for the changes to the front elevation materials as part of the project. Cllr Page advised that as this was a restoration of an existing facility, planning permission should not be required.

Members reviewed and approved the proposed public toilet design and **RESOLVED** to authorise the commencement of the tender process for construction works.

C24/95 Casual Vacancy

Members were advised that, following the last day to request an election for the casual vacancy that arose due to the resignation of Frederick Clark, no such request was received. As a result, the Council may now to co-opt a member to fill the vacant seat. **Noted.**

C24/96 Citizens Advice Herefordshire (Part of Worcester CAB & WHABAC)

It was RESOLVED to receive a Report on the Bromyard Outreach Service for Quarter 4 – 2023/24 (January to March) Supporting papers circulated by email only.

C24/97 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 – no meeting.
- b) Bromyard Downs Common Association - Cllr Churchill gave a report on the recent AGM and informed members of a change in BDCA Treasurer.
- c) Bromyard Grammar School Foundation - Cllr Dunne-Thomas. No meeting. Next meeting scheduled for November.
- d) Bromyard Relief in Need - Cllr Dunne-Thomas attended a meeting on 7th June. No details available due to the confidential nature of the grants provided.
- e) Festivals Association – Cllr Davies’ written report was circulated to members via email, detailing the distribution of 5000 leaflets for various events and providing updates on festival association members’ activity.
- f) HALC Executive - Cllr Law. No meeting.
- g) Kempson Players – Cllr Holman reported that he had attended all of the meetings but was unable to provide a written report due to IT issues.
- h) Public Hall Committee - Cllr Davies’ written report was circulated to members via email, detailing hall usage and forward plans for a kitchen upgrade and internal repainting and repairs.

C24/98 Correspondence

The following items of correspondence had been received and circulated to Members via email for information: -

- S106 Parish Briefings. The August meetings had been re-arranged for Monday 9th September, 18:00-19:00 and Tuesday 10th September 10:00-11:00. Members to inform the Clerk if they wish to attend.

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- Local Cycling and Walking Infrastructure Plan (LCWIP) for the county - Invitation from Herefordshire Council to attend a Teams meeting on Monday 16th September, 18:00-19:00. Members to inform the Clerk if they wish to attend.
- Herefordshire Council Local Drainage Fund – Town and parish councils may apply for funding to carry out ditching works and drainage surveys. Closing date for applications: 27th September 2024.

It was **RESOLVED** that the Town Clerk be authorised to submit an application for funding for relevant ditching and drainage works in the parish.

In accordance with the resolution passed at Minute C24/88 the meeting moved to private session, and members of the public left the chamber.

C24/99 Neighbourhood Development Plan (NDP)

1. Cllr N Brookes, NDP Project Facilitator, provided an update on the NDP, noting the effective work of the Steering Group. Current efforts are focused on aims, objectives and policies that include protection of green spaces; the market square; conservation area; protection of employment land; car parking; housing needs; and a possible festival site (Bromyard CIC initiative). The Steering Group will also be preparing a design code and starting public consultation.

2. Members considered aspects of the NDP support package.

(Confidential file note C24/99 refers)

It was RESOLVED that the Town Clerk, the Chair of the Council/Finance Committee, and the NDP Project Facilitator conduct the necessary negotiations with the consultants regarding the further proposal, contingent upon the successful acquisition of the Localities grant.

C24/100 Car Park Contract Management

Members received an update and discussed the contract management of the Council's car parks.

(Confidential file note C24/100 refers)

Following discussion, **it was RESOLVED** to approve a lease in principle, subject to legal advice.

The Town Clerk to instruct solicitors to review the draft lease. Legal advice received will be shared with Members before proceeding further.

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 9.15pm.

C24/101 Digital Marketing & PR Services

Members considered approving an extension of the contract with Nifty Communications for digital marketing and PR services for a one-year period until 31st July 2025. The proposed extension aligns with the Terms of Engagement agreed with Nifty Communications, which allow for the contract to be extended beyond the initial one-year term.

Following discussion, **it was RESOLVED** to approve an extension of the contract with Nifty Communications for digital marketing and PR services for a one-year period until 31st July 2025.

CHAIRMAN..... DATE.....