



## BROMYARD & WINSLOW TOWN COUNCIL

### FULL COUNCIL

Minutes of The Full Council meeting  
held on Monday 16<sup>th</sup> December 2024 at 7pm  
in The Council Chamber, The Old Vicarage,  
1 Rowberry Street, Bromyard.

**MINUTES**  
C24/133 - C24/150

Members Present: 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.

Officers Present: K Mitchell - Town Clerk

In attendance: Herefordshire Cllr P Stoddart - Bromyard Bringsty ward  
21 Members of the public (Ashfield Way Residents Association)  
PC Doug Hamilton - Bromyard Safer Neighbourhood Team (SNT),  
West Mercia Police

Prior to the start of the meeting, a one minute silence was observed in memory of the late Cllr Peder Nielsen who had sadly passed away at the beginning of December. Cllr Nielsen had served as a councillor during the following periods: May 2004 to April 2010, May 2021 to March 2022, and May 2023 to December 2024. Additionally, he had held the positions of Town Crier and Mayor's Officer continuously since May 2007.

The fire safety procedure was read to the meeting.

#### **C24/133 Apologies**

None. All members present

*LGA 1972 S85 (1)*

#### **C24/134 Declarations of Interest and written requests for dispensations**

None declared.

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

#### **C24/135 Policing Matters**

PC Hamilton provided a verbal report addressing several issues affecting the parish, including:

- Antisocial Behaviour: particularly around the Old Vicarage complex and St. Peter's parish church and graveyard. Police were actively dealing with the youths involved.
- Vehicle Theft: incidents of vehicle thefts and break-ins; some stolen items from vehicles had been recovered. Investigations were ongoing.

*PC Hamilton was thanked for his report, after which he left the meeting.*

#### **C24/136 Public Question Time**

A representative of the Ashfield Way Residents Association spoke in regard to agenda item C24/142, 1.2. – P24/92,3. Planning Application [P214307/RM - Land off Ashfield Way, Bromyard, Herefordshire.](#)

The Association welcomed the Town Council's recommendation as specified at agenda item C24/142, and requested the inclusion of three key points in the Town Council's comments to Herefordshire Council:

- Sewerage issues: concerns regarding public health implications
- Play Area: The designated play area lacks any natural surveillance raising public security concerns for young people.
- Accuracy of the plans – discrepancies identified in terms of the layout.

These comments would be taken into consideration during discussion of agenda item C24/142,1.

*For the benefit of members of the public in attendance, it was **RESOLVED** to bring forward agenda item C24/142 ,1. in the order of business.*

## **C24/142 Committee Minutes**

### **1. Planning & Economic Development Committee**

- 1.1 Minutes of the Planning & Economic Development Committee meetings held on 4<sup>th</sup> November and 2<sup>nd</sup> December 2024.

Referring to P24/94 Appeal: reference: APP/W1850/W/23/3334520, Land at Flaggoners Green, (02.12.2024) Cllr Brookes raised a query, stating that it was her recollection that the committee had intended to refer the entire matter to Full Council for discussion, rather than present it as a formal Committee recommendation.

Following discussion, **it was RESOLVED** to receive and note the Minutes of the Planning & Economic Development Committee meeting held on 4<sup>th</sup> November 2024, and the unratified Minutes of the 2<sup>nd</sup> December 2024.

- 1.2 Members considered the following recommendations from the Planning & Economic Development Committee meetings held on 2<sup>nd</sup> 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.

**It was RESOLVED** to approve the above recommendation.

**It was further RESOLVED** to include the following comments in the correspondence to Herefordshire Council:

1. 'It is noted that the reserved matters submission by the applicant (P214397/RM) to the consented Outline application P162261/O, granted on 12 December 2018, was submitted eight weeks before the consent time limit expired for the new applicant in November 2021. The then Case Officer wrote to the applicants, informing them that the reserved matters application was not acceptable. In paragraph 1, the Officer stated that the application would be refused under delegated powers; however, in paragraph 2, the Case Officer invited the applicants to apply for pre-application advice at their own expense. This advice was given under reference 214697/C

and, of course, is private and confidential between the Authority and the Applicant, and cannot be published on the Planning Portal. Therefore, only internal Authority consultees can comment by invitation. Others, including local residents, do not have the information necessary to comment. It is normal that pre-application advice should only be available prior to the original application. The Case Officer's memo is attached as Appendix 1'.

2. The application does not appear to align with the current National Planning Policy Framework (NPPF) in terms of accessibility, specifically: - cycle paths, footpaths, and public transport. These elements should be included in the application.
3. Comments raised by the Ashfield Way Residents Association:
  - Sewerage overflow issues: concerns regarding public health implications
  - Play Area: The designated play area lacks any natural surveillance raising public security concerns for young people.
  - Accuracy of the plans – discrepancies identified in terms of the layout.

*Members of the Ashfields Way Residents Association left the meeting at this point.*

In light of the query raised by Cllr Brookes pertaining to the Flaggoners Green Appeal, **it was RESOLVED** to refer the following items back to the Planning & Economic Development Committee.

- 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.

### **C24/137 Ward Members Reports**

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

Cllr C Davies - Bromyard West ward – Cllr Davies stated that she would circulate her written report after the meeting. In response to a query, she advised that one dwelling on the Old Road housing development should be ready in the spring.

A question was raised about Bromyard-focused activities within Herefordshire Council and how insights from the Bromyard Neighbourhood Development Plan (NDP) Steering Group could be incorporated. Cllr Lester (as Leader of Herefordshire Council) responded, advising that Herefordshire Council had been thinking strategically about market towns over the past 18 months and had started a dialogue with all of them through face-to-face meetings.

The development of Bromyard's NDP coincides with the Council's efforts on the Local Plan; different departments within Herefordshire Council are collaborating to develop a strategic plan addressing employment and housing needs in Bromyard. Additionally, the new National Planning Policy Framework (NPPF) had increased pressure on the whole planning system.

#### **C24/138 Chairman's Report**

The Chairman announced that his report would be published in the next edition of the Bromyard Info magazine. Copies to be emailed to members on request. He highlighted a meeting between members of the Town Council and the Leader and CEO of Herefordshire Council held on 3rd December; he welcomed the opportunity and found the information shared to be valuable. Another meeting is planned in approximately six months. Received and noted.

#### **C24/139 Town Clerk's Report**

The Clerk's report was received and noted. The Clerk drew members' attention to the response from Herefordshire Council re the review of polling districts, polling places and polling stations 2024. Herefordshire Council had confirmed that they were not looking to make any changes to Bromyard (West) BW01N - Methodist Church Hall, 20 New Road, as it is a suitable venue and centrally located within the Bromyard West Ward. Merging with The Public Hall would increase pressure on an already dual polling station. The Electoral Commission advises keeping electorates below 2,500 to accommodate future growth.

#### **C24/140 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.

#### **C24/141 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 meeting held on 28<sup>th</sup> October 2024.

#### **C24/142 Committee Minutes (...continued)**

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

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

##### **3. Finance Committee**

3.1 **It was RESOLVED** to receive and note the Minutes of the Finance Committee meetings held on 18<sup>th</sup> November and 9<sup>th</sup> December 2024.

3.2 Members considered the following recommendation from the Finance Committee meeting held on 9<sup>th</sup> December 2024.

- F24/49 Internal Audit 2024-25

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

**It was RESOLVED** to approve the above recommendation.

##### **4. Staffing Committee**

4.1 **It was RESOLVED** to receive and note the Minutes of the Staffing Committee meetings held on 13<sup>th</sup> November and 3<sup>rd</sup> December 2024.

4.2 Members considered the following recommendation from the Staffing Committee meeting held on 13<sup>th</sup> November 2024.

- S24/20 Human Resources Documentation  
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)

**It was RESOLVED** to approve the above recommendation.

#### **C24/143 Committee Membership**

Members considered the appointment of Councillors to fill the vacancies on the Planning & Economic Development Committee and the Traffic Management Committee which had arisen due to the death of Cllr Nielsen.

**It was RESOLVED** that:

- Cllr J Lloyd be appointed to serve on the Planning & Economic Development Committee until the Annual Council meeting in May 2025.
- Cllr C Robinson be appointed to serve on the Traffic Management Committee until the Annual Council meeting in May 2025.

#### **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:

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

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

#### **C24/145 Draft Budget 2025/26**

Members considered the formal adoption of the draft Budget for 2025/26 (v.3) as recommended by the Finance Committee (Minute F24/51 refers), copies having been circulated.

**IT WAS RESOLVED** that the draft budget, with a net expenditure of £351,723 be approved and adopted for the financial year 1<sup>st</sup> April 2025 to 31<sup>st</sup> March, 2026.

#### **C24/146 Precept 2025/26**

Following approval of the budget, **it was RESOLVED** to approve a precept request of £296,744 from Herefordshire Council for 2025/26, as recommended by the Finance Committee. (Minute F24/51 refers).

**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 consultation is available online only, with a closing date of 19<sup>th</sup> December 2024. Full details can be accessed via the government website [here](#).

As the consultation appeared to be orientated towards individual rather than collective responses, **it was RESOLVED** that Members respond as individuals.

**C24/148 Neighbourhood Development Plan (NDP)**

Cllr N Brookes, Chair of the NDP steering Group, gave a verbal update, reporting positive progress, particularly with the development of a design code for Bromyard. This initiative, funded by a government grant through AECOM, is expected to be completed by May 2025.

Community engagement has yielded positive responses, including a workshop held on 13<sup>th</sup> November and various face-to-face meetings. An informal survey of young people’s opinions had also been carried out. Key feedback includes the need for enhanced health infrastructure, youth facilities, preservation of buildings, improved public paths and cycleways, and promoting Bromyard's uniqueness. The Steering Group is also exploring the development of a transport strategy and a housing needs assessment, both of which will have wider implications for the NDP and the Council. Future steps involve finalising an engagement report early in the new year and drafting NDP policies by March.

Cllr Brookes was thanked for her report and for her hard work on the NDP.

**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. No meeting.
- b) Bromyard Downs Common Association – No meeting.
- c) Bromyard Grammar School Foundation – Cllr Dr Dunne-Thomas reported that a meeting had been held however no details available due to confidentiality.
- d) Bromyard Relief in Need – No meeting.
- e) Festivals Association – No meeting.
- f) HALC Executive - No meeting.
- g) Kempson Players – No meeting.
- h) Public Hall Committee - Cllr Davies reported that a meeting had been held where a decision was made to purchase security shuttering.

**C24/150 Correspondence**

None.

There being no further business to transact, the Chairman closed the meeting at 8:42pm.

CHAIRMAN .....

DATE .....