



## BROMYARD & WINSLOW TOWN COUNCIL

### FULL COUNCIL

Minutes of The Full Council meeting  
held on Tuesday 30<sup>th</sup> May, 2023 at 7:00pm in  
The Council Chamber, The Old Vicarage,  
1 Rowberry Street, Bromyard.

**MINUTES**  
C23/63 - C23/71

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

Officers Present: K Mitchell (Town Clerk)

Also present: 5 members of the public.

The fire and evacuation procedure was read to the meeting.

#### **C23/63 Apologies**

LGA 1972 S85 (1)

None. All members present.

#### **C23/64 Declarations of Interest and written requests for dispensations**

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

No interests were declared at this point in the meeting.

#### **C23/65 Public Question Time**

A member of the public informed the meeting that he and a small group of local businesspeople had set up a Community Benefit Society and were in the process of taking over a commercial business unit as a community asset with private investors and setting up a community shop in the town.

Referring to C23/70,10., a resident of Old Road informed the meeting that she was not in favour of parking meters but would support a residents parking scheme.

Also referring to C23/70, a member of the public spoke about a general lack of maintenance in the town and suggested ways in which it could be addressed including setting up a working group to look at a more proactive approach to the upkeep of the town.

A member of the public asked for update on the installation of double yellow lines at the entrance to Kirkham Gardens and was advised that it was on Herefordshire Council's Traffic Regulation Order (TRO) waiting list. The Town Clerk to seek an update from Herefordshire Council.

**It was RESOLVED** to move item C23/70 forward in the order of business for the benefit of members of the public in attendance.

#### **C23/70 Herefordshire Council Market Town Maintenance Fund**

Members further considered suggestions for potential maintenance projects for inclusion in the Market Town Maintenance Fund list for the 2023/24 financial year. Members were reminded that Herefordshire Council has allocated a budget of £200k for each Market Town for this purpose.

The following items had been previously agreed by Full Council (Minute C23/17 refers).

- Replacement of all degraded or damaged street signs and street furniture within the town.
- Replacement of the dilapidated rail at the bottom of Clover Road

The following items had been put forward by Councillors for consideration (Minute C23/37 refers):

1. Resurfacing of Church Lane, Bromyard  
**It was RESOLVED** not to include this item as it would be cost-prohibitive. **It was further RESOLVED** that investigations be made into costs for partial re-surfacing of Church Lane for those areas in need of repair.
2. Dropped kerbs on the A44 top of Clover Road (between the bus stops on either side of the road)  
**It was RESOLVED** that this item be included.
3. Double yellow lines to stop parking at the entrance to Kirkham Gardens  
This item was not included as it would require a TRO and is already on the Herefordshire Council waiting list.
4. Pelican crossing outside the Co-op on Tenbury Road  
This item was not included. There was some uncertainty as to whether this was to be delivered via s106 allocations linked to the Porthouse estate. Ward Cllr Peter Stoddart to be requested to provide an update on this matter.
5. Removal of pavement clutter in town to permit free use of pavement by mobility scooters.  
This item was not included as it was felt that this was a matter of enforcement rather than maintenance. The Town Clerk was requested to ascertain what Herefordshire Council's policy is on this issue.
6. Repair seat/bench at Kirkham Gardens  
Not included. Does not fit fund criteria.
7. Map display of flat numbers at Kirkham Gardens  
Not included. Does not fit fund criteria.
8. Road signage for the new Peace Garden (accessed through the Cemetery on the B4203).  
Following discussion regarding the most appropriate access i.e., via the cemetery entrance or riverside walk, **it was RESOLVED** to refer this matter to the Burial Committee for consideration.
9. Disabled access to the Tourist Information Centre inside the Food for All Bookshop (10-12 High St. Bromyard)  
Item withdrawn. Not considered to be feasible due to width of the footway and falls outside of fund criteria.
10. Parking meters on New Road and Old Road.  
Item withdrawn. Advice to be sought from Herefordshire Council regarding the introduction of residents parking schemes.
11. More allotments.  
Item withdrawn. Does not fit fund criteria.

**C23/66 Asset Register for the year ended 31.03.2023.**

Following review, **it was RESOLVED**, to approve the Asset Register, as presented, for the year ended 31<sup>st</sup> March 2023.

**C23/67 Internal Audit**

Members reviewed the effectiveness of the internal audit and completed a checklist relating to compliance with standards and overall effectiveness.

Part 1 - Meeting Standards - Members answered yes to all parts. (1-5).

Part 2 - Characteristics of Effectiveness - Members answered 'yes' to all parts. (1-7)

**It was RESOLVED** that having reviewed the effectiveness of the system of internal audit, the Council is satisfied that an effective system of internal audit is in place.

**C23/68 Annual Governance and Accountability Return 2022/23 (AGAR)**

1. Annual Internal Audit Report.

**It was RESOLVED** to receive and note the Annual Internal Audit Report.

2. Section 1 - Annual Governance Statement 2022/23.

The Clerk referred Councillors to the internal guidance notes to assist in understanding the intent and implications behind the Annual Governance Statement.

Members answered 'Yes' to assertions 1-8, with number 9 being 'not applicable'.

**It was RESOLVED** to approve and sign Section 1 – Annual Governance Statement 2022/23.

3. Section 2 - Accounting Statements 2022/23.

**It was RESOLVED** to approve and sign Section 2 – Accounting Statements 2022/23.

4. The following key dates were noted:

- Submission deadline for signed and approved AGAR and supporting documents – Monday 3<sup>rd</sup> July 2023.
- Dates for the 30 working-day period for the exercise of public rights – Monday 12<sup>th</sup> June to Friday 21<sup>st</sup> July 2023, inclusive.
- Statutory deadline by which the AGAR part 3 (sections 1 & 2) and signed external auditor's certificate must be published – Saturday 30<sup>th</sup> September, 2023.

**C23/69 Citizens Advice Bureau (CAB)**

Members considered a request from the CAB to use the council chamber on a weekly basis to provide an additional benefit enquiry session which will alternate with the existing drop-in session.

**It was RESOLVED** to approve the request.

**C23/71 Financial Matters**

1. Invoices for scrutiny

In accordance with internal controls in respect of invoices above the value of £2,500, members considered payment of the following invoice:

Invoices		Net	Vat	Total
Adrian Hope Tree Services	Tree works - Riverside Walk; Closed churchyard; Cemetery	2,770.00	554.00	3,324.00

**It was RESOLVED** that the above invoice be paid.

*The Chairman declared a Disclosable Pecuniary Interest in the following item and left the chamber for the duration of the discussion.*

2. Town Mayor’s allowance for 2023-24.

**It was RESOLVED** to approve the release of the first half of the Town Mayor’s allowance for 2023-24.

*The Chairman returned to the chamber.*

There being no further business to transact, the Chairman closed the meeting at 8:37pm.

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