

LEOMINSTER TOWN COUNCIL

Minutes of the Leominster Town Council Meeting held on Monday 14th May 2018 commencing at 19:00 hours in the Council Chamber, 11 Corn Square, Leominster HR6 8YP.

MEMBERS PRESENT: Councillors Bartlett (Mayor), Thomas (Deputy Mayor), Lacey, Marsh, Norman, R Pendleton, Preece and Sutcliffe.

OFFICERS PRESENT: Town Clerk.

ALSO PRESENT: Ward Cllr Stone and one members of the public.

13/18 CO-OPTION

Council formally co-opted Mr Russell Sutcliffe on to Leominster Town Council. Cllr Sutcliffe signed his Declaration of Acceptance of Office.

14/18 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Davies, Egan, Herschy, Freedland, A Pendleton, Rosser and Rumsey.

Council noted the update relating to Cllr Davies. It was proposed by Cllr Lacey, seconded by Cllr R Pendleton and **RESOLVED** that Cllr Davies be granted special dispensation from attending Council and Committee meetings until May 2019 in recognition of the service she has given to Leominster.

Concern was expressed that a number of Councillors were not submitting formal apologies to Council and Committee meetings. It was agreed that the revised calendar of meetings would be sent to all Members reminding them to submit apologies to the Town Clerk if they were unable to attend.

15/18 DECLARATIONS OF INTEREST

The following Declaration of Interest was made:

- Cllr Lacey – Allotments (Personal)

16/18 REQUESTS FOR DISPENSATIONS

No requests for dispensation had been received.

17/18 QUESTIONS FROM THE PUBLIC (maximum 15 minutes)

One member of the public was present but did not wish to raise any matters.

18/18 MINUTES OF THE PREVIOUS TOWN COUNCIL MEETING

Council **RESOLVED** that the minutes of the Leominster Town Council meeting held on 26th March 2018 be agreed and signed as a correct record.

Council received the draft minutes of the Annual Town Meeting held on Tuesday 24th April 2018 without amendment.

19/18 CLERK'S REPORT

The following Clerk's report was noted:

- (a) Royal Visit** – Council noted correspondence received. Formal thanks were extended to the Grants & Projects Officer and the staff Team for all their hard work organising the Royal Visit by the Duke of Gloucester on Thursday 10th May 2018.
- (b) Mapping Leominster's Youth Councillor Briefing** – Council noted that an informal Councillor Briefing session to receive this project report would be held on Wednesday 30th May 2018 at 6pm in the Old Stable Gallery. All members were invited to attend.
- (c) CCTV Update** – Council noted the update report received.

20/18 MINUTES OF COMMITTEE MEETINGS HELD

Council **RESOLVED** to approve the minutes of the following meetings:

- (a) Planning & Highways Committee** – It was **RESOLVED** to approve the minutes of the Planning & Highway Committee meetings held on 26th March and 23rd April 2018, and authorise the decisions and recommendations contained therein, subject to the following:
- (b) Finance & General Purposes Committee** – It was **RESOLVED** to approve the minutes of the Finance & General Purposes Committee meeting held on 30th April 2018, and authorise the decisions and recommendations contained therein.

21/18 APPOINTMENT OF COMMITTEES

Council **RESOLVED** to appoint the following Committees to assist in conducting the business of Council:

- Planning & Highways Committee
- Environment & Services Committee
- Finance & General Purposes Committee
- Communications & Events Committee

22/18 COMMITTEE SCHEME OF DELEGATION & TERMS OF REFERENCE

Council **RESOLVED** to adopt the new Committee Scheme of Delegation and Committee Terms of Reference to assist in conducting the business of Council subject to the agreed amendments under Section 10:

- Planning & Highways Committee
- Environment & Services Committee
- Finance & General Purposes Committee
- Communications & Events Committee

23/18 APPOINTMENT OF COMMITTEE MEMBERS

Council **RESOLVED** to appoint the following Members to sit on the Standing Committees:

PLANNING & HIGHWAYS COMMITTEE		
Mayor: Cllr Bartlett	Deputy Mayor: Cllr Thomas	Cllr Rosser
Cllr Davies	Cllr Herschy	Cllr Rumsey
Cllr Egan	Cllr Preece	3 Vacancies

ENVIRONMENT & SERVICES COMMITTEE		
Mayor: Cllr Bartlett	Deputy Mayor: Cllr Thomas	Cllr Marsh
Cllr Davies	Cllr Herschy	Cllr Sutcliffe
Cllr Lacey	Cllr Norman	3 Vacancies

FINANCE & GENERAL PURPOSES COMMITTEE		
Mayor: Cllr Bartlett	Deputy Mayor: Cllr Thomas	Cllr Marsh
Cllr Egan	Cllr Norman	Cllr Rumsey
Cllr Sutcliffe	4 Vacancies	

COMMUNICATIONS & EVENTS COMMITTEE		
Mayor: Cllr Bartlett	Deputy Mayor: Cllr Thomas	Cllr Lacey
Cllr Norman	Cllr Sutcliffe	Cllr Rumsey
3 Vacancies		

24/18 STANDING ORDERS AND FINANCIAL REGULATIONS

Council **RESOLVED** to adopt Standing Orders for 2018/19 with the amendments as recommended by NALC. The amendments included:

- A revision to Standing Order 3(l) reporting of meetings;
- Standing Order 13 Code of Conduct and Dispensations;
- Standing Order 18 Financial Controls and Procurement;
- Standing Order 21 Responsibilities under the Data Protection Act.

It was **RESOLVED** to adopt the Financial Regulations for 2018/19 without amendment.

25/18 APPOINTMENT TO OUTSIDE BODIES

Council **RESOLVED** to appoint the following Council representatives to represent Leominster Town Council on Outside Bodies:

OUTSIDE BODY	APPOINTED REPRESENTATIVES
Market Towns Forum (2 positions)	Cllr Thomas
Herefordshire Association of Local Councils (1 position)	None
Hester Clarke Almshouses Trustees (2 positions appointed to 2019)	Cllrs Davies and Lacey
Leominster District Community Association (2 positions)	Cllrs Thomas & Bartlett
Leominster Festival Committee (1 position)	Deputy Mayor – Cllr Thomas
Shopmobility (1 position)	Cllr Rumsey
Leominster Regeneration Company Ltd (LARC) (2 positions appointed to 2019)	Cllrs Norman and Sutcliffe

Leominster Folk Museum (2 positions) Four year tenure (2019)	Cllrs Davies and Norman
Leominster in Bloom (2 positions)	Cllrs Lacey & the Environmental Supervisor
Fairtrade Group (1 position)	Cllr Norman
Leominster Town Football Club (1 position)	Cllr Rumsey
S&A produce Liaison Group (2 positions)	Cllrs Thomas and Davies
Janice & Peter McCaull Trust (4 positions appointed to 2019)	Cllrs Norman, Rumsey & Thomas. Mr Ken Jones, Cllr Bowe N and Ms Vernon.
Youth Champions	Grants & Projects Officer
Hereford City of Culture Representative (1 position)	Cllr Marsh
Leominster Business Group	Cllr Rumsey
P3 Footpath Officer	Mr Downey
Tree Officers	Cllrs Preece and Rumsey

26/18 INSURANCE COVER

It was **RESOLVED** that the annual insurance cover for the Town Council for the next year provided by Zurich Municipal Insurance be confirmed. A review of insurance cover would be undertaken in 2019 following the end of the current three year agreement.

27/18 ANNUAL SUBSCRIPTIONS

Council **AGREED** to ratify Council's annual subscriptions to the National Association of Local Councils, Herefordshire Association of Local Councils, the Society of Local Council Clerks, the National Association of British Market Authorities, Herefordshire Tree Forum and any other subscriptions as considered appropriate.

28/18 COUNCIL COMPLAINTS PROCEDURE

Council **RESOLVED** to adopt the Town Council's Complaints Procedure without amendment.

29/18 FREEDOM OF INFORMATION AND DATA PROTECTION

Council **RESOLVED** to adopt Council's procedures for handling requests made under the Freedom of Information Act 2000 publication scheme without amendment.

Following consideration Council **RESOLVED** to adopt the following policies in line with the new General Data Protection Regulations and the Data Protection Act 2018:

- Data Protection Policy;
- Data Breach procedure;
- Subject Access Request.

It was formally **RESOLVED** to set up @leominstertowncouncil.gov.uk email addresses for all Councillors and to hold a Councillor training session on GDPR.

30/18 COMMUNICATIONS POLICY

Council **RESOLVED** to adopt the Council's Communications Policy without amendment.

31/18 MEETING SCHEDULE

Council **RESOLVED** to adopt the Town Council's meeting schedule for 2018/19 with some minor amendments.

32/18 FINANCES

Accounts Outstanding – Following consideration, it was **RESOLVED** to pay all outstanding accounts for May 2018 to date amounting to £28,483.20 including VAT. A list of payments is included in Appendix One.

33/18 REPORTS

Council noted that there had been a break-in at the Community Hospital on Saturday 12th May 2018.

The following reports were received from the Herefordshire Council Ward Members.

Cllr Stone – Leominster Rural and North

- A warm welcome was extended to Cllr Sutcliffe;
- A walkabout covering Bridge Street, Mill Street, Cheaton Close, Ridgemoor, Osborne Place and Millers Close had taken place on 26th April 2018 and a number of defects had been identified and repaired;
- Kimbolton's Neighbourhood Development Plan had now undergone its referendum and had been supported;
- Links between the Town and Earl Mortimer College were being encouraged;
- Both the Leominster and Hereford Royal Visits had been a great success;
- Nearly 200,000 people had visited the Weeping Window Poppy installation at Hereford Cathedral;
- Congratulations were extended to the new Town Mayor, Cllr Bartlett;
- Thanks were extended to Cllr R Pendleton for all the work he had undertaken as previous Mayor.

***Cllr Norman – Leominster West
Herefordshire Council meetings:***

- Full Council, Planning, and Children and Young People Scrutiny;
- Minerals and Waste task and finish Group, Constitution working group meetings, Corporate Parenting Board meetings and Use of Section 20 Task & Finish group;

Local Issues:

- Concerns regarding the Stagbatch planning application for IPUs including additional heavy vehicles on A44;
- Speeding traffic on A44, Cholstrey Road, Green Lane and concerns regarding the Mappenors Lane development;
- The application for a McDonalds Restaurant just off the Morrisons roundabout;
- Leominster Transport Study workshop would be held in June;
- Congratulations to staff team for co-ordinating the Royal Visit;
- Congratulations to Mike Thornhill who received his MBE as part of the Royal Visit for his invaluable contributions to Leominster especially through LARC and Leominster in Bloom.

Cllr Bartlett – Leominster East

- Attended the opening of Leominster Museum for the season;
- Balfour Beatty annual plan presentation at Thorn. Concern was expressed regarding the slow progress of a range of highway issues;
- 2gether NHS Trust Governor meeting and Children’s Scrutiny;
- General Scrutiny considered the museum, archive and library services prior to the Cabinet decision expected in June;
- Members briefing on the introduction of Universal Credits which would be rolled out in Leominster on 13th June 2018;
- Meeting hosted by the local Community Broker involving a number of community groups, service providers and officers;
- Visited the National Memorial Arboretum with the Friends of Leominster Polish Group.

Attended as Deputy Mayor

- Easter Sunday service at the Priory;
- Annual Town Meeting;
- Opening of the May Fair;
- Opening of the Echo Community Garden at Eaton Barn;
- Royal visit by HRH Duke of Gloucester. Thanks were extended to the staff team;
- Armed Forces Day planning meetings;
- Leominster Festival programme development meetings. The programme was now available;
- Thanks were extended to the staff and Councillors for organising and attending the Mayor Making ceremony on Saturday 12th May 2018.

Council agreed to investigate and action the following items:

- To confirm the annual Polish Remembrance Service as an official annual event;
- To investigate the possibility of developing a twinning arrangement with a town in Poland.

34/18 CONFIDENTIAL ITEMS

As certain items were expected to include the consideration of exempt information Full Council **RESOLVED** that, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed below, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Cllr R Pendleton and Cllr A Pendleton submitted their official resignations to step down from the Town Council with immediate effect. Thanks were extended to both of them for their service to the town both as Councillors and as Mayors.

- (a) **New Councillor Robes** – Consider considered the three quotations received and, following discussion, **RESOLVED** to accept Quotation One. This would be funded from Cost Centre 110/4215.
- (b) **Museum Update Report** – Council received and noted the update report. The partnership between the two organisations was proceeding well and a financial agreement regarding the sale of merchandise had been agreed.

There being no other business the Mayor thanked everyone for their attendance and closed the meeting at 8:46pm.

MAYOR

DATE: