

LEOMINSTER TOWN COUNCIL

Minutes of the Leominster Town Council Meeting held on Monday 25th September 2017 commencing at 19:00 hours in the Council Chamber, 11 Corn Square, Leominster HR6 8YP.

MEMBERS PRESENT: Councillors R Pendleton (Mayor), Bartlett (Deputy Mayor), Barton, Burke, Egan, Lacey, Marsh, Norman, A Pendleton, Preece, Rosser and Rumsey.

OFFICER PRESENT: Town Clerk.

ALSO PRESENT: Ward Cllr Stone, PCSO Adam Michniok, Leominster Safer Neighbourhood Team, and three members of the public.

Prior to the commencement of the meeting the Mayor informed Members that a card of appreciation had been sent to Mr Alec Harris, Honorary Townsman, for the service he had given to Leominster.

61/17 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Davies (personal), Freedland (personal), Herschy (holiday) and Thomas (holiday)

62/17 DECLARATIONS OF INTEREST

The following Declarations of Interest were made:

- Cllr Lacey – Allotments (Personal)

63/17 REQUESTS FOR DISPENSATIONS

No requests for dispensation had been received.

64/17 COUNCIL VACANCY

Leominster Town Council formally received the Declaration of Acceptance of Office from Cllr Connor Egan, who was duly elected on to Leominster Town Council on 7th September 2017.

It was **RESOLVED** that Cllr Egan would sit on the Planning & Highways Committee and the Finance & General Purposes Committee.

65/17 QUESTIONS FROM THE PUBLIC (maximum 15 minutes)

There were three members of the public present. No questions were asked.

PCSO Adam Michniok was in attendance and gave the following report

- Council noted the Etnam Street update. Although there were still a number of issues to address it had quietened down;
- A number of van break-ins had occurred and tools had been stolen. The Police would be holding a day at the allotments marking tools;
- A number of tablets had been stolen from Grange Court. The items had been found but were damaged and unusable;
- Concern was expressed regarding a leaflet currently being distributed in some parts of Leominster requesting antiques and gold;

- A number of business premises had been broken in to.

Council thanked PCSO Michniok for attending.

66/17 MINUTES OF THE PREVIOUS MEETINGS

Council **RESOLVED** that the minutes of the Leominster Town Council meeting held on 24th July 2017 be agreed and signed as a correct record.

67/17 CLERK'S REPORT

Council **RECEIVED** the following report:

- (a) **Ivington Harvest Supper, 8th October 2017** – Members noted the invitation received to attend the Ivington Harvest Supper on Sunday 8th October. The Service would commence at 11am followed by lunch at 12.30pm.
- (b) **Site Visit Reminder** – Members were reminded that a site visit to assess diversion ZC100, Glendower Road, would take place on Thursday 28th September 2017 at 9am.
- (c) **Staff Appraisals** – Members noted that staff appraisals were currently being undertaken and a full report would be provided to the Finance & General Purposes Committee at its meeting in October 2017.
- (d) **Licence, 11 Corn Square** – Council noted that the licence application for 11 Corn Square was currently out for consultation.
- (e) **Blueschool House Audit** – Council noted receipt of a statement from Herefordshire Council regarding a review of its internal procedures following the findings of the audit.
- (f) **Declaration of Interest Forms** – Members were reminded to complete their new Declaration of Interest forms following formal adoption of the Herefordshire Council's new Code of Conduct.
- (g) **11 Corn Square** – Council noted receipt of quotations received to renew the front entrance door to 11 Corn Square, following the main door shattering and undermining the remaining structure, improvements to the TIC entrance door and the provision of a sliding door to the exhibition area. This was considered under Minute 73/17(a).

68/17 COMMITTEE MEETINGS

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 14th August, 4th & 18th September 2017 and authorise the decisions and recommendations contained therein.
- (b) **Environment & Services Committee** – It was **RESOLVED** to approve the minutes of the Environment & Services Committee meeting held on 11th

September 2017 and authorise the decisions and recommendations contained therein.

69/17 FINANCES

- (a) **Accounts Paid Statement** – It was **RESOLVED** to pay all outstanding accounts for August 2017 amounting to £44,900.80, including VAT.

It was **RESOLVED** to pay all outstanding accounts for September 2017 amounting to £43,947.62, including VAT

- (b) **Financial Report** – Following consideration, it was **RESOLVED** to adopt the interim Quarter Two Financial Report. Expenditure to date amounted to £307.040 and income was £422.365.

- (c) **Branding** – Council noted that a presentation by Visual Works Ltd had been given to Members prior to the commencement of the Full Council meeting at 6pm. The presentation included three logo and font options. A preferred option had been identified and was presented to Full Council for consideration

Council considered the proposal presented and, following discussion, it was proposed by Cllr Rosser, seconded by Cllr Norman and **RESOLVED** to adopt the preferred option and further develop it with the addition of references to the architectural and cultural heritage of the town. This could include images of Grange Court, The Priory and the Leominster Knot. Once the logo had been amended it was agreed that it should be finalised ready for use.

- (d) **Armed Forces Day** – Council considered the report presented to host the Herefordshire Armed Forces Day in Leominster on 23rd June 2018. Following discussion it was **RESOLVED**:

- That Leominster would host Armed Forces Day 2018;
- That a Task & Finish Group be appointed to oversee the development and organisation of the day;
- That Cllrs R Pendleton, Bartlett, Burke, Egan, A Pendleton, Rosser and Rumsey be appointed to the Group;
- That funding of between £2,500 and £5,000 be included in the 2018/19 budget to help fund the day.

- (e) **CAB Update** – Council considered the report presented from CAB Herefordshire and, following discussion, **RESOLVED**:

- That the update be noted;
- That Citizens Advice Herefordshire will cease to continue at the end of October 2018;
- That the service will continue in Herefordshire but delivered by neighbouring Bureaus in Shropshire and Worcestershire;
- That a letter be sent to Herefordshire Council expressing the Town Council's disappointment and disgust that funding had been withdrawn resulting in a deficit of advice available to the most needy in the community.

70/17 REPORTS

The following reports were received from the Representative on Outside Bodies:

- (a) **Shopmobility** – Cllr Rumsey informed Council that a second collection at Morrison's had raised £400, making the total raised £1,000.
- (b) **Leominster in Bloom** – Cllr Lacey reported that the Leominster in Bloom had won a Gold Award.

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

Cllr Stone

- Thanks were extended to all those involved in the community litter pick which took place on 8th August 2017;
- Leominster North was still without a permanent Locality Steward;
- A number of potholes had been filled and residents were encouraged to report blocked drains on 01432 261800;
- Council was reminded that LEADER funding was available;
- A number of planning issues, including the Barons Cross development, were being addressed;
- Congratulations were expressed to all those involved in helping Leominster to win a Gold award in the Heart of England in Bloom competition;
- Congratulations were also extended to those involved in hanging the bunting throughout the town;
- Cllr Egan was welcomed onto the Town Council.

Cllr Marsh

- Responded to residents regarding issues related to trees, traffic, parking, weeds and litter;
- Attended a number of briefings and the 200 celebrations at Shire Hall;
- Had undertaken research into the Flood Management Strategy which was about to be adopted;
- Planning issues had included Westcroft (reserved matters), Barons Cross, poultry units at Stag Batch and the impact of development on the Bargates junction;
- Concern regarding additional cuts to be implemented over the next two years;
- A meeting with the Director of Economy, Environment and Communities had been arranged.

Cllr Norman

- Congratulations to Leominster in Bloom, and all those other organisations and staff involved, for winning Gold for Leominster;
- Congratulations to the Food Fayre organisers for hosting such a successful event;
- Acknowledgement that Earl Mortimer College continued to improve on their exam results;

- Positive turnout for the launch of the Friends of Grange Court and Gardens;
- Planning issues including the Barons Cross and the poultry unit proposals;
- A meeting with the Director of Economy, Environment and Communities had been arranged;
- Issues with Balfour Beatty had been highlighted and were currently trying to be addressed;
- Welcomed the agreement to host Armed Forces Day in Leominster in 2018

Cllr Bartlett

- Had attended the Overview & Scrutiny Committee and Cabinet meetings;
- Had reviewed the Children's Services report;
- The Children's Centre at Coningsby Road was moving to the multiagency offices. The others were moving into the library;
- The Travellers document was being considered by Cabinet. It included a site in Leominster;
- The Minerals and Waste Plan consultation was coming to an end. It would have an impact on Leominster with heavy traffic movements;
- Had attended the LGA Conference in Birmingham, the Food festival, Adaction, the Police Awards, dying to drive and the Echo AGM.

71/17 MAYORAL APPOINTMENTS

The following Mayoral appointments had been attended by the Mayor:

- 3rd August – Young Minds;
- 3rd August – Chaired the public meeting regarding Etnam Street
- 6th August – World War commemorations and the Herefordshire County Fair;
- 11th August – Attended the S&A Barbeque;
- Attended BISYOC
- 15th August – attended photoshoot at Brightwells to promote the RAC Rally;
- 29th August – Attended Saverne Reception;
- 2nd September – Opened the Food Fayre;
- 5th September – Souper Tuesday
- 8th September – Mayoral outing on steam train from Bewdley to Bridgnorth and back;
- 8th September – Thanksgiving service at Hereford Cathedral;
- 9th September – Shirehall 200th anniversary;
- 9th September – Trial by Jury in the Law Court;
- 10th September – Pershore Town Civic Service (Cllr Bartlett attended the Police Awards)
- 14th September – Young Citizenship celebration at Hereford Cathedral;
- 17th September – Battle of Britain;
- 21st September – Echo AGM.
- 23rd September – Friends of the Priory;

72/17 DATE OF NEXT MEETING

Council **NOTED** that the next Leominster Town Council meeting would be held on Monday 27th November 2017 commencing at 7:00pm at the Council Offices, 11 Corn Square, Leominster HR6 8YP.

73/17 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.

- (a) **Property Report** – Council was presented with the update report outlining progress at 11 Corn Square and the additional projects being developed at present by the Town Council. Following consideration it was **RESOLVED**:
- That the report be noted;
 - That works undertaken to date be formally ratified;
 - That a notice board be purchased for Council agendas and information;
 - That delegated authority be given to the Clerk to purchase a replacement entrance door as outlined in the quotation received, but without a notice board included, at a cost of up to £5,085 + VAT;
 - That delegated authority be given to the Clerk to investigate alternative options and purchase a replacement standard entrance door to the Tourist Information Centre at a cost not exceeding £1,450 + VAT;
 - That delegated authority be given to the Clerk to investigate alternative options and purchase a sliding door to the exhibition room at a cost not exceeding £978 + VAT;
 - That the Interserve quotation to clean the toilets at 11 Corn Square amounting to £176.85 + VAT per month be accepted;
 - That delegated authority be given to the Clerk to investigate alternative options and purchase new gates for the rear of 11 Corn Square. The cost should not exceed £2,850 + VAT;
 - That the above doors and gates would be fitted using existing contractors;
 - That the issues relating to the completion of the holiday flat be noted;
 - That an insurance claim be submitted to Zurich to meet some of the cost of the replacement entrance door and the repair of the rear wall damaged in the recent high winds.
- (b) **Grange Court** – Council considered the report presented and, following consideration, it was **RESOLVED**:
- That the report be noted;
 - That a response from the LARC Trustees would be received in due course.
- (c) **Draft Budget Development** – Council considered the draft budget report presented and, following consideration, it was **RESOLVED**:
- That the report be noted;

- That delegated authority be given to the Task & Finish Group to develop budget consultation proposals and undertake a public consultation on the draft budget proposals;
- That a progress report be submitted to the Finance & General Purposes Committee at its meeting on 30th October 2017;
- That the Leominster Town Council precept request be submitted to Herefordshire Council following the Full Council meeting to be held on Monday 29th January 2018.

There being no other business the Mayor thanked everyone for their attendance and closed the meeting at 9.14pm.

MAYOR

DATE: