

# LEOMINSTER TOWN COUNCIL

Minutes of the Leominster Town Council Meeting held on Monday 30<sup>th</sup> November 2020 commencing at 19:00 hours remotely via Zoom.

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**MEMBERS PRESENT:** Councillors Thomas (Mayor), Rumsey (Deputy Mayor), Bartlett, Davies, Herschy, Marsh, Murdoch, Norman, Parris, Preece, Rosser, Smith-Winnard, Sutcliffe, and Williamson(19.26).

**OFFICERS PRESENT:** Town Clerk and Projects & Grants Officer.

**ALSO PRESENT:** Ward Cllr Stone and a member of the press (19.28).

## **45/20 APOLOGIES FOR ABSENCE**

There were no apologies.

## **46/20 DECLARATIONS OF INTEREST**

There were no Declarations of Interest made.

## **47/20 REQUESTS FOR DISPENSATIONS**

No requests for dispensation had been received.

## **48/20 QUESTIONS FROM THE PUBLIC**

No members of the public were present. No matters were raised.

## **49/20 MINUTES OF THE PREVIOUS MEETING**

Council **RESOLVED** that the minutes of the Leominster Town Council meeting held on 28<sup>th</sup> September 2020 be agreed and signed as a correct record when social distancing regulations are lifted by central government.

## **50/20 CLERK'S REPORT**

Council noted the following Clerk's Report:

- (a) That a Stakeholder Engagement meeting was to be arranged by Rose Regeneration, Herefordshire Council and the Town Council via Zoom at 6pm on Wednesday 16<sup>th</sup> December 2020, to discuss the Market Town Investment Plan and identify opportunities for projects. It was suggested that the Town Council chaired the meeting and it was proposed by Cllr. Norman and seconded by Cllr. Rosser and **RESOLVED** that the Chair of Finance & General Purposes Committee, Cllr. Murdoch should chair the meeting.
- (b) The Clerk had attended the first Clerk's meeting with the Rural Services Network. This was attended by about 30 clerks and was very informative, especially regarding parishes that have been able to access funding as COVID-19 pandemic has affected their businesses.
- (c) The School Crossing Patrol post at Leominster Junior School was vacant at present. All posts that have become vacant at Herefordshire Council are subject to review before re-advertising. As this is a busy road with many bus and HGV movements and the crossing is used by young

children. If children are unable to use it safely, this will increase vehicle movements as parents will park closer to the school. It was **RESOLVED** that the clerk should write to Herefordshire Council to raise concerns about the School Crossing Patrol post not being filled.

- (d) The Clerk has received notification that the Roger Albert Clerk Rally will return to Leominster. The provisional time schedule is showing that the event is due to finish at 4pm on Monday 29<sup>th</sup> November 2021 and they would like a road closure order for Broad Street on the 29<sup>th</sup> reopen the road by 7pm. The clerk is currently compiling the year's road closures and would add it to the list.
- (e) The Christmas lights were switched on and photographed on 28<sup>th</sup> November 2020. It is hoped that a short video will be produced to record the event as the public could not attend.

### 51/20 COMMITTEE MEETINGS

Council approved the minutes of the following meetings held and ratified the decisions and recommendations made:

- Cllr Rosser, Chair of the Planning & Highways Committee, presented the minutes. It was **RESOLVED** to approve the minutes of the Planning & Highways Committee held on 5<sup>th</sup> October 2020 and 2<sup>nd</sup> November 2020 and to authorise the decisions and recommendations contained therein;
- Cllr Rumsey, Chair of the Communications & Events Committee, presented the minutes. It was **RESOLVED** to approve the minutes of the Communications & Events Committee held on 15<sup>th</sup> September 2020 and to authorise the decisions and recommendations contained therein when the date of the Victorian Market was corrected from 12<sup>th</sup> September to 12<sup>th</sup> December;
- Cllr Murdoch, Chair of the Finance & General Purposes Committee, presented the minutes. It was **RESOLVED** to approve the minutes of the Finance & General Purposes Committee held on 26<sup>th</sup> October 2020 and to authorise the decisions and recommendations contained therein;
- Cllr Herschy, Chair of the Environment & Services Committee, presented the minutes. It was **RESOLVED** to approve the minutes of the Environment & Services Committee held on 14<sup>th</sup> September 2020 and 16<sup>th</sup> November 2020 and to authorise the decisions and recommendations contained therein.

### 52/20 FINANCES

- (a) **Accounts Paid and Invoices for Payment** – It was **RESOLVED** to ratify the payment of invoices for October/November 2020, as outlined on the payment statements provided.
- (b) **The Income & Expenditure Report and budget notes for Month 7** were noted.
- (c) **Budget Update** – Due to the 2<sup>nd</sup> National Lockdown as a response to the COVID-19 pandemic, the Budget Consultation on the Friday Market and Farmers Market could not go ahead. An online survey has been set up with links and access via a QR code. Hard copies were available upon request but

the response has been poor. It was proposed by Cllr. Bartlett, seconded by Cllr. Davies and **RESOLVED** to offer a small hamper of locally produced goods as an incentive and extend the consultation until midnight on 16<sup>th</sup> December 2020 and that two more Budget Task and Finish Group meetings would be scheduled.

- (d) **External Audit** – Council noted that the end of year accounts had been signed off and that no further action would be required.

## **53/20 REPORTS**

The following reports were received;

### **Cllr Smith Winnard – Community Centre Verbal Report**

The council noted the following report;

At long last the various groups involved in ECHO's Inclusive Volunteering Project were able to meet via a Zoom meeting - it was a positive call and despite of the restrictions it was good to hear from everyone.

November marks the half way point through the 5 year lottery funded ECHO Inclusive Volunteering Project. Following the initial lockdown ECHO's main projects are open and remain so through this second lock down. Sports activities are open again as of Monday 7th December with limited number to keep groups small. A number of social events have moved online - Yam Jams music club, coffee and social club, Boogie (disco) night etc.

The majority of - well over 85% of participants and volunteers have returned to projects and ECHO continue to remotely support those who are shielding or not able to return at this time.

The Volunteering Team are also now allowed to recruit and train new volunteers from HVOSS, the Cartshed etc and self-referrals again.

Sadly the Time bank is currently on hold; it is not practical or safe to offer a swap of services under the current restrictions.

The ECHO AGM is on the 3 December 2020 and will be held virtually.

### **Cllr. Herschy – LARC**

The council noted that Martin Baines had retired as LARC Chair of Trustees and that Cllr. Herschy had been elected as the new Chair.

### **Leominster South Ward Report from Ward Cllr. Marsh**

The council noted the report contained in the agenda.

### **Leominster North Ward Report from Ward Cllr. Stone**

The council noted the report contained in the agenda.

### **Leominster West Ward Report from Ward Cllr. Norman**

The council noted the report contained in the agenda.

## **Leominster East Ward Report from Ward Cllr. Bartlett**

The council noted the following verbal report given at the meeting.  
Cllr Jenny Bartlett Ward Report Leominster East 30<sup>th</sup> November 2020

All day to day meetings, briefings and public council meetings continue to be on line for the foreseeable future. For some of us this has become second nature but there is still work to do to make sure everyone is comfortable with 'going digital'. Formal meetings can be watched on the council YouTube channel and public questions and supplementary questions can still be asked.

Link to information and how to access the councils You Tube channel:

<https://www.herefordshire.gov.uk/council/herefordshire-council/9?documentId=557&categoryId=200148>

All Member briefings:

There have been a number recently covering the Five Year Land Supply and Planning White Paper; The Nutrient Management Plan; The Adoption Strategy and The Carers Strategy.

Adult & Wellbeing Scrutiny:

There have been two committee meetings looking at the new Suicide Prevention Strategy and the Market Position Statement. Work programming meetings are looking at the outstanding agenda items for this year and as well as new items for next year. Anyone can suggest a topic for scrutiny committees to consider and public and parish suggestions and questions are always welcome. Follow the link for guidance and how to submit - <https://www.herefordshire.gov.uk/council/get-involved/4?documentId=61&categoryId=200148>

Health Watch Herefordshire:

I am really pleased that our current Health Watch provider have been awarded the contract for a further seven years. This is a statutory function and they provide an invaluable link between primary and social care service deliveries and people's experiences of these services. In addition they run Youth Watch to give children a voice in services that affect them. I attended their annual showcase event on line and I am impressed with their achievements in what has been a very difficult year for everyone.

Constitution and Re-Thinking Governance task & finish group:

The group are now implementing the October Herefordshire Council's decision to look at members training, strengthening scrutiny, all member involvement and making the constitution more 'user friendly' for members and public.

Market Town Economic Development:

Good to see some focussed work happening within Leominster and other towns. The day spent with Cabinet member Cllr Chowns and Rose regeneration consultants walking the town (pre-lockdown) was very positive. This is a Herefordshire Council £13.4 million pound capital pot. A great opportunity to really improve our town's economic security and build on our skills and training potential. This will really compliment the Heritage Action Zone work that has already started.

I am happy to see the Stronger Towns fund group working so well in Hereford City to bring in the potential £25 million pounds government funding. Whilst city orientated this additional funding from government will be an asset for all of us.

Highways England meeting:

I attended the HE meeting alongside Cllr John Stone to discuss issues along the A49 through the county. I brought up two main issues - the cycle lane from Kimbolton to the OK Diner roundabout (the railings and the lack of a proper crossing at the roundabout for cyclists and pedestrians) and the signage on the roundabout that blocks driver's views coming from Mill Street.

The second issue is the rapid EV charging point installed at Broad Street car park that has got bogged down in wayleave issues. It is installed but not yet connected to the electric grid.

Rural Services Network:

Following Town Council's resolution to join the RSN I attended their first Market Town's forum alongside 40+ market town parish councillors from around the country. A really interesting first meeting and a lot of networking between towns, especially around what kind of services towns provide out of their own precept. Another discussion centred on influence with LEP's and funding choices (Herefordshire is covered by the Marches Local Enterprise Partnership). 56% felt they had not benefitted from LEP funding, 11% felt they had and 33% didn't know specifically.

Despite lock down we managed a great civic service again this year in the Priory. I was also pleased to be able to attend the Polish Remembrance Service alongside the Mayor, Deputy Mayor and members of the Leominster Area Polish Society.

### **Cultural Consortium Report**

Council noted the Cultural Consortium Report from the Grants and Projects Officer.

- It was proposed by Cllr. Bartlett, seconded by Cllr. Sutcliffe and unanimously **RESOLVED** that Leominster Town Council join the Cultural Consortium as a full member, subject to approval of the final Memorandum of Understanding.
- It was proposed by Cllr. Marsh, seconded by Cllr. Sutcliffe and unanimously **RESOLVED** that Leominster Town Council agree in principle to act as the Accountable Body responsible for managing and distributing funding received to support the Leominster HAZ Cultural Programme, subject to a final decision being made once the completed funding application, spending profile and grant agreement is available for review.

### **Talk Community Report**

Council noted the report and the recommendations within. It was proposed by Cllr. Marsh, seconded by Cllr. Sutcliffe and unanimously voted to **RESOLVE** that Leominster Town Council does not apply to become a Talk Community Hub but instead commits to supporting Leominster's Talk Community Network by:

- Signposting to Talk Community hubs in the town via the Town Council reception desk
- Using Town Council communication channels, notice boards, websites and social media accounts to promote Talk Community services and distribute information relating to public safety and wellbeing
- Providing a contact point between Leominster's Talk Community

network and other local forums and initiatives (e.g. Team Leominster).

### **Health & Safety Policy and Procedure Handbook**

Council noted the report and the recommendation within. Cllr. Thomas proposed, Cllr. Rosser seconded and the councillors voted, 12 for and one against, to **RESOLVE** to adopt the documents and appoint Cllr. Rumsey, assisted by Cllr. Parris to work with town council staff on matters of Health & Safety.

### **The Armed Forces Covenant Silver Award**

Council noted the verbal report given by the town clerk and it was proposed by Cllr. Herschy, seconded by Cllr. Rosser and **RESOLVED** to apply for the Silver Award in 2021.

### **54/20 MAYORAL APPOINTMENTS**

Council noted the following Mayoral appointments attended by the Mayor and Deputy Mayor.

- Civic Service, Priory Church - 25<sup>th</sup> October 2020
- Polish Remembrance Service, Leominster Cemetery – 1<sup>st</sup> November 2020
- Remembrance – accompanying Colonel Andy Taylor on 7<sup>th</sup> November 2020 to lay a wreath on behalf of The Rifles
- Remembrance Sunday at the War Memorial 8<sup>th</sup> November 2020
- Armistice Day at the War Memorial -11<sup>th</sup> November 2020

### **55/20 CONFIDENTIAL ITEMS**

As certain items to be discussed included 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 would 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 outweighed the public interest in disclosing the information.

#### **(a) Staff Update**

- Council noted a verbal staff update and that interviews were currently being held for the new Democratic Officer Role.
- It was **RESOLVED** that the next meeting of the Personnel Sub-Committee will be held on 7<sup>th</sup> December 2020 at 11am via Zoom.

#### **(b) Government Kick Start Scheme**

- Council received a verbal update on the Kick Start scheme expression of interest submitted by the Grants & Projects Officer. It was proposed by Cllr. Preece, seconded by Cllr. Rosser and unanimously **RESOLVED** to carry out further investigations to find out if the town council are eligible to give a local young person an opportunity to work and learn new skills as part of this scheme.

### **56/20 MEETING DATES FOR THE REMAINDER OF THE FINANCIAL YEAR**

It was **RESOLVED** to adopt the meeting schedule below for the remainder of the Financial Year.

# LEOMINSTER TOWN COUNCIL

## MEETING SCHEDULE 2020/21

(Revised 25<sup>th</sup> November 2020)

<b>January 2021</b>	<b>MEETING</b>	<b>TIME</b>
Monday 11 <sup>th</sup>	Environment & Services Committee	7:00pm
Tuesday 12 <sup>th</sup>	Communications & Events Committee	11:30am
Monday 18 <sup>th</sup>	Planning & Highways Committee	6:00pm
Monday 25 <sup>th</sup>	Full Council	7:00pm

<b>February 2021</b>	<b>MEETING</b>	<b>TIME</b>
Monday 8 <sup>th</sup>	Planning & Highways Committee	6:00pm
Monday 22 <sup>nd</sup>	Finance & General Purposes Committee	7:00pm

<b>March 2021</b>	<b>MEETING</b>	<b>TIME</b>
Monday 1 <sup>st</sup>	Planning & Highways Committee	6:00pm
Monday 15 <sup>th</sup>	Environment & Services Committee	7:00pm
Monday 16 <sup>th</sup>	Communications & Events Committee	11:30am
Monday 22 <sup>nd</sup>	Planning & Highways Committee	6:00pm
Monday 29 <sup>th</sup>	Full Council	7:00pm

### 57/20 DATE OF NEXT MEETING

Council noted that the next Town Council Meeting would be held on Monday 25<sup>th</sup> January 2021 commencing at 19:00 hours either remotely via Zoom or at the Council Offices, 11 Corn Square, Leominster HR6 8YP depending on social distancing regulations being relaxed by central government.

There being no other business the Mayor thanked everyone for their attendance and closed the meeting at 21:24 hours.

MAYOR \_\_\_\_\_ DATE: \_\_\_\_\_