



LEOMINSTER TOWN COUNCIL

FULL COUNCIL MEETING

Tuesday 22nd January 2019

To: All Members:
Councillors Bartlett (Mayor), Thomas (Deputy Mayor), Mr P Davies, Herschy, Lacey, Marsh, Marshall, Murdoch, Norman, Preece, Rosser, Rumsey, Sutcliffe and Williams. (two vacancies)

NOTICE OF MEETING

You are hereby summoned to attend a meeting of the Leominster Town Council to be held on **Monday 28th January 2019** commencing at **19:00 hours** in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

Paul Russell
TOWN CLERK

AGENDA

1. APOLOGIES FOR ABSENCE

Schedule 12 of the Local Government Act 1972 requires a record be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are acceptable.

To note that Mrs Pauline Davies has formally resigned from Leominster Town Council due to ill health. Electoral Services, Herefordshire Council, have been informed.

2. DECLARATIONS OF INTEREST

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, members are required to declare any interests which are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.

3. REQUESTS FOR DISPENSATIONS

To consider requests for dispensations (must be notified in writing).

4. QUESTIONS FROM THE PUBLIC (maximum 15 minutes)

To receive questions and statements from members of the public.

5. MINUTES OF THE PREVIOUS MEETINGS

To receive and approve as a correct record the minutes of the Leominster Town Council meetings held on 26th November 2018.



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6. CLERK'S REPORT

To receive the Clerk's Report on matters outstanding that may not appear on the agenda.

7. COMMITTEE MEETINGS

(a) **Committee Meetings** – To approve the minutes of the following meetings held and ratify any decisions and recommendations reached:

- Planning & Highways Committee – 3rd and 17th December 2018 & 7th January 2019;
- Finance & General Purposes Committee – 17th December 2018;
- Environment & Services Committee – 21st January 2019;

8. FINANCES

(a) **Accounts Paid Statement** – To receive the accounts paid statement for December 2018 and January 2019 to date. (Attached)

(b) **Internal Auditor Appointment** – To confirm the appointment of Iain Selkirk FCA to carry out the mandatory internal audits required annually. Cost will be £275 per visit. A minimum of two visits will be required.

(c) **Public Works Loan Board** – To note that the application by the Town Council for a PWLB loan for £200,000 has been approved. To request Leominster Town Council to give authority for the draw down of this loan in order for the Council to commence the projects identified.

9. CORPORATE STRATEGY

To consider the consultation carried out on the Corporate Strategy that was undertaken with the students at Earl Mortimer College. An update will be provided at the meeting.

10. BUDGET 2019/20

To consider the formal adoption of the draft Budget for 2019/20. Please see the attached budget.

11. PRECEPT 2019/20

To consider requesting a precept of £512,222 from Herefordshire Council for 2019/20, which would result in a Band D charge of £xxx.

12. REPORTS

To receive reports from:

- Representative on Outside Bodies;
- Herefordshire Council Ward Members.

13. MAYORAL APPOINTMENTS

To receive an update on Mayoral appointments attended by the Mayor.



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14. DATE OF NEXT MEETING

The next Town Council Meeting will be held on Monday 25th March 2019 commencing at 7:00pm at the Council Offices, 11 Corn Square, Leominster HR6 8YP.

Annual Town Meeting – To consider holding the Annual Town Meeting on either Monday 8th or 15th April 2019 due to the election being held on 2nd May 2019. The meeting will commence at 7.30pm and be held at 11 Corn Square.

15. CONFIDENTIAL ITEMS

Certain items are expected to include the consideration of exempt information and Full Council is, therefore, recommended to resolve "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".

16. SUB-COMMITTEE MEETINGS

To approve the confidential minutes of the Personnel Sub-Committee meeting held on 14th January 2019 and to consider adopting the recommendations proposed. (attached)

17. MUSEUM REPORT

To consider the attached report and the recommendations contained therein. This report has been distributed to all Members previously but due to meeting cancellations has not been formally discussed.

18. CIVIC AWARDS

To commence the consideration of awarding civic awards at the Mayor Making ceremony scheduled to take place on Saturday 11th May 2019.



LEOMINSTER TOWN COUNCIL

FULL COUNCIL MEETING

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LEOMINSTER TOWN COUNCIL

Minutes of the Leominster Town Council Meeting held on Monday 26th November 2018 commencing at 19:00 hours in the Council Chamber, 11 Corn Square, Leominster HR6 8YP.

MEMBERS PRESENT: Councillors Bartlett (Mayor), Thomas (Deputy Mayor), Mr P J Davies, Herschy, Lacey, Marsh, Marshall, Murdoch, Norman, Preece, Rosser, Rumsey, Sutcliffe and Williams.

OFFICERS PRESENT: Town Clerk.

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

88/18 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Mrs P Davies.

89/18 DECLARATIONS OF INTEREST

The following Declaration of Interest was made:

- Cllr Rumsey: P183565.

90/18 REQUESTS FOR DISPENSATIONS

No requests for dispensation had been received.

91/18 WASTE PRESENTATION

A presentation was received from Binit Ltd outlining progress to date with the commercial waste recycling initiative, and to confirm the commencement date.

89 businesses had been surveyed in the town centre, the majority of which indicated an interest in the proposed recycling scheme, with only 2 saying no to any further involvement. There was currently no recycling provision available to businesses. The No Waste Leominster (NoW Leominster) scheme would sell the cardboard to Wye Waste Paper and there would be a potential income in the future.

The following matters were agreed:

- The target launch and rollout date would be Friday 18th January 2019. A press release would be developed;
- The bins would be painted pale grey, with the branding on the side being the Binit Ltd logo and the Leominster Town Council crest and name;
- The bulking point would be confirmed with the Council's Environmental Team;
- The initial aim would be to sign up 25 businesses, of which 6 would be large businesses;
- A review of the initiative would be undertaken every four months with the first review taking place week commencing 18th March 2019.

92/18 QUESTIONS FROM THE PUBLIC

There was one member of the public present. No matters were raised.

93/18 MINUTES OF THE PREVIOUS MEETINGS

Council **RESOLVED** that the minutes of the Leominster Town Council meetings held on 24th September and 29th October 2018 be agreed and signed as a correct record.

94/18 CLERK'S REPORT

The following Clerk's Report was noted:

- (a) **Through the Wardrobe** – Council noted that the Nativity service, the Christmas Lights Switch On and the Through the Wardrobe event held on Saturday 24th November 2018 had been very successful. It was agreed that the Mayor would write to the Council staff thanking them for all their hard work.
- (b) **Leominster Armed Forces Awareness Day** – It was note that a Leominster Armed Forces Awareness Day would be held on Friday 30th November 2018 from 12pm to 4pm at Grange Court, Leominster.
- (c) **Leominster's Oak of Verdun** – It was noted that Leominster in Bloom would be holding a commemoration of Leominster's Vedum Oak at The Priory Church at 2pm on Wednesday 28th November 2018.
- (d) **Festive Music & Verse** – It was noted that that the Leominster Community Choir and Friends would be holding a Festive Music and Verse event on Thursday 13th December 2018 in the Lion Ballroom, Broad Street, at 7:30pm.
- (e) **Final Civic Event of the Year** – It was noted that the final Civic Event of the year would be the Victorian Street Market.
- (f) **Christmas Lights** – It was noted that this was the final year of the three year contract with Lite to supply the Christmas lights. A new tender would be developed for 2019-2021.
- (g) **CCTV Contribution 2019/20** – It was noted that the requested contribution from Leominster Town Council towards the management of the CCTV in Leominster for 2019-20 was £10,849.72.
- (h) **Clerk's Holiday** – It was noted that the Clerk would be on holiday from Monday 4th to Wednesday 6th February 2019 inclusive. It was agreed that the Planning & Highways meeting be rescheduled to Monday 11th February 2019. The revised Schedule of Meetings calendar for 2019 was also noted.

95/18 COMMITTEE MEETINGS

- (a) **Committee Meetings** – Council approved the minutes of the following meetings held and ratified the decisions and recommendations made:

- It was **RESOLVED** to approve the minutes of the Planning & Highways Committee held on the 1st, 22nd October and 5th November 2018, and to authorise the decisions and recommendations contained therein;
 - P183565 – The Town Council had requested that the works to this tree be restricted to reducing, rather than complete removal. Unfortunately, the tree had been removed and Ward Cllr Stone agreed to investigate why the comments of the Town Council had not been taken into consideration.
- It was **RESOLVED** to approve the minutes of the Finance & General Purposes Committee held on 29th October 2018, and to authorise the decisions and recommendations contained therein;
 - FG28/18 – It was agreed that the Budget Task & Finish Group be requested to review the Museum agreement. The meetings would be held during working hours.
- It was **RESOLVED** to approve the minutes of the Environment & Services Committee held on 19th November 2018, and to authorise the decisions and recommendations contained therein;
- It was **RESOLVED** to approve the minutes of the Communications & Events Committee held on 26th September and 21st November 2018, and to authorise the decisions and recommendations contained therein;
- It was **RESOLVED** to approve the minutes of the Budget Development Task & Finish Group held on 19th October and 14th November 2018, and to authorise the decisions and recommendations contained therein.

96/18 FINANCES

- (a) **Accounts Paid Statement** – It was **RESOLVED** to ratify the payment all outstanding accounts for October 2018 amounting to £65,522.67, inclusive of VAT, and November 2018 to date amounting to £82,230.01, inclusive of VAT.
- (b) **End of Year Accounts** – It was **RESOLVED** to note that the end of year accounts for 2017/18 had now been signed off. Any actions required would be considered by the Finance & General Purposes Committee at its meeting in February 2019.
- (c) **Draft Budget 2019/20** – Council considered the draft budget, which had been developed by the Budget Task & Finish Group. Council noted that to date 161 residents had taken part in the consultation and a full report would be presented at the January 2019 meeting.

Following discussion, it was proposed by Cllr Lacey, seconded by Cllr Davies and **RESOLVED** to adopt the 2019/20 budget, subject to any last minute changes that may be agreed at the Full Council meeting to be held on 28th January 2019.

- (d) **Precept 2019/20** – It was agreed to defer the confirmation of the precept request to Herefordshire Council for 2019/20 until the Full Council meeting to be held on 28th January 2019. If the PWLB loan application was unsuccessful then there would be a requirement to review the precept requirement.
- (e) **Public Works Loan Board** – Council noted the reply, which had been submitted to HALC in response to the queries raised regarding the loan application.

97/18 CORPORATE DOCUMENTATION

- (a) **Corporate Plan 2019-2022** – Council considered the draft Corporate Plan. Following discussion, it was proposed by Cllr Lacey, seconded by Cllr Norman and **RESOLVED** to adopt the Corporate Plan 2019-2022 subject to the agreed minor amendments necessary to 5.11 and 5.12, the Council's Vision and Mission statements.
- (b) **Medium Term Financial Plan 2019/2022** – Council considered the draft Medium Term Financial Plan. Following discussion, it was proposed by Cllr Marsh, seconded by Cllr Lacey and **RESOLVED** to adopt the Medium Term Financial Plan for 2019–2022.

98/18 REPORTS

The following reports were received:

- (a) **Leominster in Bloom** – Council noted that the Leominster in Bloom theme for 2019 would be Children's Books, and a new Chair had been appointed.
- (b) **Railway Station Café** – Council noted that it was unlikely that the café would reopen in the near future due to illness previously reported.
- (c) **Community Centre** – Council noted that a number of grant applications had been submitted and were awaiting approval.

Cllr Stone – Leominster Rural and North

Balfour Beatty Update

The safety railings in Mill Street. Work to replace the safety railings adjacent to the railway crossing will commence on Monday December 17th.

White lining. The recently carried out remarking of the white lines on the zebra crossing on Bridge Street is a big improvement and should enhance road safety there.

Winter gritting. Balfour Beatty seems well prepared for the next few months with its fleet of 16 gritters, which were on show at Thorn recently. Salt boxes are being refilled and salt supplies are at their usual levels in the depots. To supply and install a new salt box with a first fill of salt costs £ 474 plus VAT and future maintenance is the responsibility of the Town or Parish Council.

Balfour Beatty do however replace damaged bins. Let's hope for a kind winter.

Herefordshire will be receiving an extra £5.1 million from the Government's £420m pothole repair fund announced in the Budget recently. This is for repairs and local road maintenance. This is significantly more than last winter's allocation. It has been encouraging to see so much road resurfacing across the county this year including on the A4112 in Kimbolton recently. Balfour Beatty have also bought a new velocity patcher which repairs potholes much more quickly. (13,000 this year since the programme started)

Council Budget 2019-2020

The Council's annual budget will be set in February with the level of council tax to be approved. An increase of just under 5% is expected barring any last minute surprises with 2% ring-fenced for adult social care. Social care due to increasing demographic pressures and children's services with growing numbers of looked-after children continue to be the main budget pressures. £3.9 million savings are planned for the coming year with the revenue support grant reduced to £0.6m (from £60m in 2011,12) so the Council will have done well to produce another balanced budget with adequate reserves. There are however so many unknowns with the Social Care Green Paper expected soon and the results of the Fair Funding Review. There remains uncertainty over future business rates and the Council will increasingly rely on council tax and one-off grants. Councils up and down the country are struggling to provide the services residents need and expect. Something will have to give.

Meetings

I have attended a number of meetings including a workshop on the Domestic abuse strategy, a Balfour Beatty briefing, a ward councillors' briefing about future health service provision in Leominster. I continue to attend Governors meetings at Earl Mortimer College and trustees' meetings at Grange Court as well as other parish councils in our ward area. Brimfield and Leysters have set their precepts and Kimbolton will next week.

Armistice Day

There was an excellent letter in the Hereford Times on November 8th about Leominster's "remarkable efforts" in the run-up to Armistice Day. The town was transformed with thousands of poppies, with displays in many shop windows and the spectacular display at the Buttercross Arcade. Many thanks to Leominster in Bloom and all the volunteers. The centenary of the end of the First World War was commemorated in Hereford Cathedral with the names of all 3,200 of Herefordshire's war dead being read out every evening in the week before Armistice Day which was very moving. It was good to see so many people of all generations at the Priory and the War Memorial on November 11th.

The week before I attended a special service in Leominster with Town Councillors paying tribute to the Polish soldiers who fought in the Second World War. Many thanks to Joe Cocker for all the work he put into organising this event which was very well attended. The importance of our Polish allies

in the Second World War especially during the Battle of Britain was highlighted. We owe the Poles a great deal and it is good to see their contribution being acknowledged in Leominster. The 100th anniversary of the end of the First World War has given the whole country much to think about. LEST WE FORGET.

Finally, I want to wish all councillors and Town council staff a very Happy Christmas and a peaceful New Year and I look forward to working with everyone over the next few months.

Ward Councillor's Report: Cllr Bartlett Leominster East

- Nutrient Management Plan Briefing in Clyro with Natural England and Welsh Water. This has particular bearing on us as the Leominster Treatment Works is one of 11 facilities identified as needing significant work to ensure the needs of the proposed core strategy housing growth can be met.
- Together with Julie Debbage meeting with James Latham, Neighbourhood Planning team GIS Support. Updated our green spaces maps for the submitted Leominster Area Neighbourhood Plan. The updated plans were submitted to the Inspector in early October. This then became a longer than anticipated email exchange between myself and the Inspector to answer all his outstanding questions. I am pleased to say that as of the 22nd November he is now satisfied with the plans and with the HRA (Habitat's Regulation Assessment) re-consultation.
- Meeting with CCG and 2gether NHS Herefordshire Governors.
- Full Council at Shire Hall took place on the 12th October.
- Leominster Transport Study meeting with HC and BBLP. The final tally's from traffic counts are now in and the modelling is complete. The feedback from the stakeholders meeting has been incorporated and it is hoped the draft plan will be with us early New Year.
- Ward Member Briefing on Herefordshire Council's Domestic Abuse Strategy.
- Local Access Forum Meeting, The Kindle Centre in Hereford. I brought up the footpath at Pinsley Mill, part of the Herefordshire Trail and Aieda's Accessible Amble. The path has been closed for a couple of years now as development slowly progresses and they have just got a further extension till July 2018. Together with the Rambles Association we are working to get this path open sooner than that.
- Ward members meeting with Richard Ball, who has taken over from Geoff Hughes as Economies, Communities and Corporate director.

Cllr Norman – Leominster West.

Herefordshire Council meetings:

- October Full Council meeting
- Planning meetings
- Corporate Parenting meetings

Takeover Challenge. I recently took part in a mock council meeting with young people where we debated the motion that the voting age be reduced

to 16. A lively and useful event, that brought out varied and thoughtful views from young people and participating councillors.

Children and Young People Scrutiny meetings. As well as these public meetings, I have met with Health Watch, and taken part in two Task and Finish groups. The first has been to consider the court ruling on Herefordshire Council's use of Section 20 in care of Looked after Children (LAC), and the Council's revised approach to this use. The second is looking at provision for children with special educational needs (SEND). I also attend the Schools Forum.

Briefings: Working with partner organisations on strategies for reducing domestic abuse. Nutrient Management Plan update.

Lugg Drainage Board meeting (Herefordshire Council trustee)

Local issues:

- Welcoming the Peace Train as it stopped in Leominster on the way to London.
- Parish Council summit in Hereford
- Bag it, Bin it launch of strategy to reduce dog fouling in Leominster
- Health Hub briefing (Town Council)
- Councillor training (Town Council)
- Shopmobility AGM
- Leominster in Bloom AGM
- Marches Family network AGM
- Dementia Conference: feedback from growing number of Dementia Friendly towns and villages, and update on our Leominster Dementia Meeting project, at Grange Court.
- About Face Theatre event in Leominster
- Celebration of the inauguration of NMiTE, the new university
- Polish Remembrance Service at the cemetery
- Priory Remembrance Service
- WW1 Remembrance Cathedral Service
- RBL service at the Cathedral
- Queens Service award for Vennture at Trinity Church, Hereford

Cllr Marsh – Leominster South.

Attended briefings on:

- Planning training
- Nutrient Management seminar- upgrade of Leominster sewage plant scheduled to improve water quality in the Lugg, an SSSI
- Domestic abuse strategy
- Herefordshire Centre for Community-Led Housing – new organisation in the county
- Took part in meetings of General Scrutiny and Group Leaders

Attended the Parish summit, scheduled to be the first of several. Glad to have two speakers provided by LTC! Pushing for future meetings to be more practically focussed on ways of working together and more two way.

Honoured to lay wreath at our War Memorial on the centenary of the Armistice on behalf on the council in glorious sunshine. Enjoyed sharing harvest lunch at Ivington

Met with incoming interim Director Richard Ball to discuss matters of interest to Leominster, including development of the Public Realm and Transportation appraisal, now due for consultation in the new year

On the publicity front I was pleased to be on the BBC's Sunday Politics West Midlands in October and be able get some points across about Herefordshire, including the extreme difficulty of buying houses for most residents. I have also taken part in the videos to encourage more people to stand for parish and Herefordshire Council seats next May, part of a campaign by Members' Services starting shortly.

I led a successful motion to press for the county pension fund to look seriously at divestment from fossil fuels, on financial as well as environmental grounds. This was passed with cross party support.

I much enjoyed helping to welcome mayors and the High Sheriff's party to our multi-part Christmas light event, which they much enjoyed. The combination of a packed Priory, a lively Square and a serene Through the Wardrobe was special.

99/18 MAYORAL APPOINTMENTS

The following Mayoral appointments attended by the Mayor were received:

- Tour of Leominster Allotments.
- Ledbury Community Celebration.
- Allotment Society Award Ceremony and Harvest Supper.
- Barry Simmon's funeral, representing the Town Council and the Leominster Festival.
- High Sherriff's Shrival Service, Hereford Cathedral.
- Ledbury Mop Fair.
- Ivington Harvest Festival and lunch.
- Inauguration of the NMiTE new university at Hereford Cathedral.
- Ross on Wye Civic Service.
- Mayors meeting, Office of Chairman of Herefordshire Council.
- Peace Train, Leominster Station.
- 'Bag it / Bin It' Dog mess awareness launch.
- Leominster Town Civic Service, The Priory.
- Family Festival with The Courtyard at Grange Court.
- Polish Remembrance Service, Leominster Cemetery followed by the film '303 Squadron' and Polish food at the Community Centre. The Warsaw 303 Squadron were based in England and flew Hurricanes during the war. Without them we would not have won the Battle of Britain.
- 'Field of Remembrance' Service at Hereford Cathedral to remember the servicemen who gave their lives during the Great War.
- Hereford Cathedral 'Roll of Honour' reading of the names of the fallen during the Great War. There are over 3,000 names and each evening an

portion of the Roll of Honour was read out in alphabetical order. Each evening one of the market town mayor's was present for the reading.

- About Face Theatre Company evening of songs and shared food.
- Remembrance Sunday, Leominster Priory and War Memorial.
- Armistice Day Remembrance Service, Hereford Cathedral.
- 'Great Catherine' film and celebration of the restoration of the painting of Sir Charles Hanbury Williams MP, which hangs in the Mayor's Parlour at Grange Court.
- Leominster Choral Society, Handels 'The Messiah' at The Priory.
- Dementia Awareness Conference, Grange Court
- High Sherriff's Lecture, Court 1 Shire Hall.
- Leominster Christmas Lights Switch on and 'Through The Wardrobe'. Brilliantly well done to Lena and everyone who created this magical event.
- Vennture Queen's Award for Voluntary Service presentation, Trinity Church Hereford.

The Mayor thank the Deputy Mayor, Cllr Clive Thomas for representing Leominster at the events she couldn't make, as several clashed with events she was already attending.

Members were reminded that the last civic event for 2018 would be the Victorian Street Market on Saturday December 8th. Robing would take place in the Council Chamber and timings would be sent out nearer the date.

100/18 DATE OF NEXT MEETING

Council noted that the next Town Council Meeting would be held on Monday 28th January 2019 commencing at 7:00pm at the Council Offices, 11 Corn Square, Leominster HR6 8YP.

101/18 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.

- (a) **Sub-Committee Meetings** – Council **RESOLVED** to approve the confidential minutes of Personnel Sub-Committee held on 5th November 2018. It was noted that a number of revisions to the staffing structure would be required. It was agreed to refer the final structure back to the Personnel Sub-Committee to discuss at its meeting on 14th January 2019.
- (b) **HVOSS No Wrong Doors Partnership** – Council discussed the report and, following consideration, **RESOLVED**:
- That the report be noted;

- That Leominster Town Council joins the No Wrong Door Partnership under the terms as outlined in the report.

(c) CAB & CCTV Reports – Council noted the two reports presented. Following discussion, it was agreed to ensure that the CAB sessions held at 11 Corn Square, Leominster were publicised every month in the Leominster News.

There being no other business the Mayor thanked everyone for their attendance and closed the meeting at 9:37pm.

MAYOR

DATE:

LEOMINSTER TOWN COUNCIL

PLANNING & HIGHWAYS COMMITTEE

Minutes of the Planning & Highways Committee meeting held on Monday 3rd December 2018 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

MEMBERS PRESENT: Councillors Rosser (Chair), Preece (Vice Chair), Herschy, Rumsey and Thomas.

OFFICER PRESENT: Town Clerk.

PH110/18 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Bartlett (Mayoral Engagement), Davies (Illness) and Williams (personal).

PH111/18 DECLARATIONS OF INTEREST

There were no declarations of interest made.

PH112/18 HEREFORDSHIRE COUNCIL MEMBERS

There were no Herefordshire Council members present.

PH113/18 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

PH102/18 QUESTIONS FROM THE PUBLIC

There were no members of the public present. No issues were raised.

PH114/18 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Planning & Highways Committee meeting held on 5th November 2018 be agreed and signed as a correct record.

PH115/18 PLANNING APPLICATIONS

(a) **Planning Applications** – It was **RESOLVED** to submit the following comments to Herefordshire Council:

APPLICATION: P183516

SITE: Greenhayes, 13 Barons Cross Road, Leominster, Herefordshire, HR6 8RL

DESCRIPTION: Proposed first floor, two storey and single storey extensions.

COMMENT: No objection subject to the views of the neighbours and that the extension proposed meets the requirements of the Herefordshire Core Strategy.

APPLICATION: P183603

SITE: B And Q, Mill Street, Leominster HR6 8EF

DESCRIPTION: Works to trees (Hazel, Willow, Alder and Goat Willows). Cut back all branches that are encroaching and touching roof of building at left side. Lift all branches etc. up to 5m from ground as a canopy is forming from 2.4m.

COMMENT: No objection.

APPLICATION: P183786

SITE: 28 South Street, Leominster, Herefordshire, HR6 8JB

DESCRIPTION: Listed Building Consent: Proposed pedestrian opening in an internal garden wall.

COMMENT: No objection.

APPLICATION: P183858

SITE: 29-31 South Street, Leominster

DESCRIPTION: Proposed conversion and change of use from single retail unit to two residential apartments.

COMMENT: Recommend refusal for the following reasons:

- Three of the six bedrooms proposed do not have any windows;
- Concern that the proposal will not meet fire regulation requirements;
- No plans were provided to outline the internal layout;
- The site would require a Habitat Regulation Assessment.

Committee also wishes to support the objections submitted to this application by Natural England and Herefordshire Council's Environmental Health and Trading Standards Department.

APPLICATION: P183910

SITE: The Oast House, Brierley Lane, Brierley HR6 0NT

DESCRIPTION: Application for removal of condition 2 of planning permission 88/0382/N (Alterations and conversion of barn to two dwellings for holiday purposes). To allow The Oast House to be sold as a dwelling house.

COMMENT: Recommend refusal as Committee considered that Condition 2 should remain in place. Concern was expressed that the sale of the property as a dwelling house may have a detrimental effect on the tourism offer in the area.

APPLICATION: P183927

SITE: Jubilee Building, Victoria Street, Leominster, Herefordshire, HR6 8LP

DESCRIPTION: Proposed apartments.

COMMENT: Recommend refusal for the following reasons:

- The proposal would result in the loss of a prime retail unit sited in the town centre of Leominster;

- The proposal would result in the loss of an iconic shopfront that is integral to the identity and aesthetic of the local retail area;
- The proposal could have a detrimental effect on the existing retail area and its viability;
- The street is often closed for events that take place in Corn Square, which will result in a level of inconvenience for a residential dwelling;
- There is no provision for the storage of waste;
- LANP9 encourages the development of retail, leisure, office, commercial, cultural and tourism in the town centre rather than on the periphery. This proposal will result in the loss of an important retail unit in the town centre;
- LANP9 does encourage the re-use of upper floors of existing retail units in the town centre for residential use.

APPLICATION: P184043
SITE: 35 Millers Close, Leominster, Herefordshire, HR6 8B
DESCRIPTION: Conversion of integral garage to habitable use; provision of rear ground floor toilet extension; provision of 3rd bedroom by first floor extension above the garage.
COMMENT: No objection subject to the views of the neighbours and on condition that all the relevant statutory permissions are obtained.

APPLICATION: P184066
SITE: Land adjoining Glaslyn, Barons Cross Road.
DESCRIPTION: Variation of Condition 2 180198/F (Proposed erection of 4 detached dwellings with new vehicular access) Amendments to plots 1 and 2.
COMMENT: No objection.

APPLICATION: P184119
SITE: Aldi Supermarket, Ryelands Road, HR6 8NY
DESCRIPTION: New additional external plant and associated plant enclosure required by internal refurbishment of the ALDI foodstore.
COMMENT: No objection.

PH116/18 DECISIONS

Committee noted the following planning decisions:

APPLICATION: P182888
SITE: Unit 1, Croft Business Park, Leominster HR6 0QF
DESCRIPTION: Proposed extension to the south elevation.
DECISION: Approved with conditions

APPLICATION: P183109
SITE: Broad Farm, Leominster HR6 0AN
DESCRIPTION: Proposed cover to an existing cattle handling unit.
DECISION: Approved with conditions

APPLICATION: P183195
SITE: 1 Old Hall Cottages Brierley, Leominster HR6 0NU
DESCRIPTION: LBS: Proposed to replace two windows
DECISION: Approved with conditions

APPLICATION: P183221
SITE: Norfolk House, 46 Etnam Street, Leominster
DESCRIPTION: Convert former internal toilet block to form one new dwelling. Provision of six external mobility scooter stores with charging facilities.
DECISION: Approved with conditions

APPLICATION: P183565
SITE: 23 Merwald Close, Leominster HR6 8FA
DESCRIPTION: Fall to ground level, cherry tree on front garden of 23 Merwald Close. Tree roots are growing back towards bungalow and the cherry fruit is becoming a problem for Mrs Vickress and her dog, who is eating the fallen cherries, which are also becoming a hazard for Mrs Vickress as she is an OAP. She plans to plant an ornamental tree in garden instead.
DECISION: Works to trees in a conservation area can proceed.

APPLICATION: P183949
SITE: Land at Waterworks Lane, Leominster, HR6 8AX
DESCRIPTION: Prior notification of proposed demolition.
DECISION: Prior approval not required.

PH117/18 HIGHWAYS AND PARKING MATTERS

- (a) **The Hum** – Committee noted that no update had been received.
- (b) **Highway & Parking Matters** – Committee discussed the poor state of repair of the highway in the town centre and in Bargates. Following discussion, it was agreed to highlight the issues regarding the rapidly deteriorating road surface on the South Street, Etnam Street junction and to request that Councillors submit any further areas of concern to the Office so that they can be reported.

PH118/18 LICENCING MATTERS

Committee noted the licence application for 1 Corn Square and raised no objections.

PH119/18 LEOMINSTER AREA NEIGHBOURHOOD PLAN

Committee noted that the draft Examination report had been received. It outlined a range of amendments required prior to the Plan going to referendum.

PH120/18 DATE OF NEXT MEETING

Committee noted that the next meeting would be held on Monday 17th December 2018 at **18:00hrs** in the Council Offices, 11 Corn Square, Leominster, HR6 8YP.

There being no other business the meeting closed at 7:50pm.

CHAIR:

DATE:

LEOMINSTER TOWN COUNCIL

PLANNING & HIGHWAYS COMMITTEE

Minutes of the Planning & Highways Committee meeting held on Monday 17th December 2018 commencing at 18:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

MEMBERS PRESENT: Councillors Rosser (Chair), Bartlett, Herschy, Thomas and Williams.

ALSO PRESENT: Ward Cllr Stone.

OFFICER PRESENT: Town Clerk.

PH121/18 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Davies (Illness) Preece (illness) and Rumsey (personal).

PH122/18 DECLARATIONS OF INTEREST

There were no declarations of interest made.

PH123/18 HEREFORDSHIRE COUNCIL MEMBERS

Committee **RESOLVED** that the participation of those Town Councillors who are also members of Herefordshire Council in both the debate and any subsequent vote on matters contained in this agenda was on the basis that the views expressed were preliminary views taking account of the information that was currently available to the Town Council and that County Councillors reserved their final views on all applications until they were in full possession of all relevant information both for and against.

PH124/18 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

PH124/18 QUESTIONS FROM THE PUBLIC

There was one members of the public present. No issues were raised.

PH125/18 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Planning & Highways Committee meeting held on 3rd December 2018 be agreed and signed as a correct record.

PH126/18 PLANNING APPLICATIONS

(a) **Planning Applications** – It was **RESOLVED** to submit the following comments to Herefordshire Council:

APPLICATION: P183510

SITE: 44 Vicarage Street, Leominster.

- DESCRIPTION:** Demolition of existing dwelling and erection of 7 dwellings (amendment of DCN073019/F).
- COMMENT:** Recommend refusal for the following reasons:
- The site is too small and does not have the capacity to accommodate seven dwellings;
 - The development would result in undue pressure on the existing highway network, which does not have the capacity to accommodate the extra vehicle movements;
 - Only five car parking spaces have been provided for seven dwellings, which will result in additional on-street parking;
 - Access to the car parking spaces would be over a footpath, which is unacceptable and potentially dangerous for the users of the footpath ZC5;
 - The proposal will result in a neighbouring property being overlooked;
 - The site is in a flood risk area and any development of the land should ensure that it does not exacerbate the situation further. An additional seven dwellings will inevitably have a detrimental effect during periods of flooding;
 - There has been no obvious provision for the storage of waste;

Council wishes to support the objections submitted by the local residents and the comments from PROW. The comments submitted by the Environment Agency are dates 2007, are out of date and relate to a much smaller development. These need to be updated prior to any decision being made regarding this application, which will be detrimental to the area.

- APPLICATION:** P184419
- SITE:** 76 Bargates, Leominster HR6 8QS
- DESCRIPTION:** Works to trees Lime No 34 – Cavity from old lime failure at 3.5m, below pollard point which holds approx. 10m regrowth – re-pollard to previous points approx. 4m. Rowan No 35 – Poor stem cavity from ground to 1.5m - fell.

COMMENT: No objection subject to the views of the Tree Officer and confirmation that neither tree is subject to a TPO.

- APPLICATION:** P184423
- SITE:** Rosedale House, Widgeon Hill Farmhouse, Hamnish, Leominster, Herefordshire HR6 0QN
- DESCRIPTION:** Proposed first floor side window..
- COMMENT:** No objection.

APPLICATION: P184430
SITE: The Coach House, 7 Hereford Terrace, Leominster
HR6 8JR
DESCRIPTION: Proposed garden store/studio.
COMMENT: No objection.

APPLICATION: P184434
SITE: Land adjoining Glaslyn, Barons Cross Rd, Leominster
DESCRIPTION: Proposed variation of condition 2 of planning
permission 180198 (Proposed erection of 4 detached
dwellings with new vehicular access) - relocation of plot
4 to enlarge rear garden whist retaining turning area.
COMMENT: No objection.

PH127/18 DECISIONS

Council noted that no planning decisions had been received.

PH128/18 HIGHWAYS AND PARKING MATTERS

- (a) **The Hum** – Council noted the update received from Herefordshire. Any new noise related cases would be reviewed when reported, but the noise investigation relating to the BPI factory had now been completed.
- (b) **Speed Indicator Devices (SIDs)** – Committee considered the possibility of installing SIDs in 2019. Following discussion, it was agreed to wait for the completion of the Transport Plan currently being finalised by Herefordshire Council, which was expected to propose a number of proposals to address traffic and highway issues within Leominster. The matter of SIDs would then be reviewed by the Planning & Highways Committee and, subject to its recommendations, the matter would then refer to the Finance & General Purposes Committee to consider the financial implications.
- (c) **Highway & Parking Matters** – Committee noted that there were still some areas in Leominster which required white lining including the area in the Arkwright Close car park. It was agreed that this issue be reported.

PH129/18 LICENCING MATTERS

Committee noted that no licencing applications had been received.

PH130/18 LEOMINSTER AREA NEIGHBOURHOOD PLAN

Committee noted that the Examination of the LANP had now been concluded. The LANP had now been revised and included all the recommendations put forward by the Examiner.

Following discussion, Committee **RESOLVED** to submit the revised Plan for referendum.

A final draft of the Plan would be distributed to all Councillors in the New Year.

PH131/18 DATE OF NEXT MEETING

Committee noted that the next meeting would be held on Monday 7th January 2019 at 19:00hrs in the Council Offices, 11 Corn Square, Leominster, HR6 8YP.

There being no other business the meeting closed at 7:40pm.

CHAIR:

DATE:

LEOMINSTER TOWN COUNCIL

PLANNING & HIGHWAYS COMMITTEE

Minutes of the Planning & Highways Committee meeting held on Monday 7th January 2019 commencing at 18:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

MEMBERS PRESENT: Councillors Rosser (Chair), Preece (Vice-Chair), Bartlett, Herschy, Rumsey, Thomas and Williams.

OFFICER PRESENT: Town Clerk.

PH132/18 APOLOGIES FOR ABSENCE

There were no apologies to be received.

Committee noted that Cllr Pauline Davies had formally resigned from the Town Council due to ill health. This would be formally reported at the Full Council meeting to be held on Monday 28th January 2019.

PH133/18 DECLARATIONS OF INTEREST

There were no declarations of interest made.

PH134/18 HEREFORDSHIRE COUNCIL MEMBERS

Committee **RESOLVED** that the participation of those Town Councillors who are also members of Herefordshire Council in both the debate and any subsequent vote on matters contained in this agenda was on the basis that the views expressed were preliminary views taking account of the information that was currently available to the Town Council and that County Councillors reserved their final views on all applications until they were in full possession of all relevant information both for and against.

PH135/18 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

PH136/18 QUESTIONS FROM THE PUBLIC

There were no members of the public present. No issues were raised.

PH137/18 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Planning & Highways Committee meeting held on 17th December 2018 be agreed and signed as a correct record.

PH138/18 PLANNING APPLICATIONS

(a) **Planning Applications** – It was **RESOLVED** to submit the following comments to Herefordshire Council:

APPLICATION: P184556

SITE: Land at Waterworks Lane, Leominster.

- DESCRIPTION:** The erection of 4no. two-storey 1 Bed houses, 5no. two-storey 2 Bed houses, 1no. two-storey 3 Bed house, 4no. 1 Bed flats and 5no. 2 Bed flats, all with associated access, parking and amenity.
- COMMENT:** It was **RESOLVED** to fully support this application. It was requested that consideration be given to including a condition to provide some form of traffic calming along the straight section of Waterworks Lane to help reduce the speed of vehicles and to improve the safety of both existing and new residents.

PH139/18 DECISIONS

Council noted the following planning decisions received from Herefordshire Council.

- APPLICATION:** P181874
SITE: Trenwith, Hereford Road, Leominster HR6 8JU
DESCRIPTION: Proposed second storey extension and conversion of the loft into a main bedroom with en-suite.
COMMENT: No objection subject to the extension not being larger than 50% of the current dwelling, that it met the LANP20 policy of the Neighbourhood Plan and met the relevant Herefordshire Council Core Strategy policy on extensions. Some concern was expressed regarding the loss of light in the neighbouring property.

DECISION Refused

- APPLICATION:** P183516
SITE: Greenhayes, 13 Barons Cross Road, Leominster, Herefordshire, HR6 8RL
DESCRIPTION: Proposed first floor, two storey and single storey extensions.
COMMENT: No objection subject to the views of the neighbours and that the extension proposed meets the requirements of the Herefordshire Core Strategy.

DECISION Approved with conditions.

- APPLICATION:** P183457
SITE: Units 6 to 8, Brierley Way, Leominster HR6 0RW
DESCRIPTION: Proposed boundary mesh fence.
COMMENT: No objection
DECISION Approved

- APPLICATION:** P183603
SITE: B And Q, Mill Street, Leominster HR6 8EF
DESCRIPTION: Works to trees (Hazel, Willow, Alder and Goat Willows). Cut back all branches that are encroaching and touching roof of building at left side. Lift all branches etc. up to 5m from ground as a canopy is forming from 2.4m.
COMMENT: No objection.

DECISION	Trees in a conservation area. Works can proceed.
APPLICATION:	P183766
SITE:	9 Corn Square, Leominster HR6 8LT
DESCRIPTION:	Proposed new internal platform lift and associated works to provide level access for customers and staff via the side entrance of the branch. The external works involve the removal of 3no. steps to the side entrance, lowering of the existing double timber external doors and introduction of a new glazed over-panel above the doors constructed in timber to match the existing door and arched screen frames.
COMMENT:	No objection
DECISION	Approved with conditions.

PH140/18 HIGHWAYS AND PARKING MATTERS

- (a) **The Hum** – Committee noted that no further updates had been received.
- (b) **Highway & Parking Matters** – Committee identified the following issues that required action:
- The railings at the level crossing had still not been replaced. A number of incidents had occurred recently that had put pedestrians in danger of injury. It was agreed to request that the replacement railings be installed as soon as possible as a matter of priority;
 - Concern was expressed regarding the lack of a crash barrier by the Barons Cross public house and junction. It was agreed to request that Balfour Beatty investigate the possibility of installing a crash barrier to improve the safety of pedestrians;
 - Concern was expressed regarding the flytipping at Barons Cross. This would be reported;
 - It was agreed to request the deployment of a mobile CCTV unit to Barons Cross to try to identify the culprits that were flytipping. This would be requested at the regular Leominster Bronze/Silver meetings;
 - It was agreed to survey residents of Etnam Street to find out whether they wished to pursue the implementation of a Residents Parking Permit zone. This would be for the third time;
 - It was noted that the Royal Oak and the Hop Pole had been sold.

PH141/18 LICENCING MATTERS

Committee noted that no licencing applications had been received.

PH142/18 LEOMINSTER AREA NEIGHBOURHOOD PLAN

Committee noted the revised Leominster Area Neighbourhood Plan, which had been updated to include all the comments and amendments recommended by the Examiner. It was agreed to forward an electronic copy to all Members and to provide a hard copy for Residents to access in the Council Offices.

Following discussion, it was **RESOLVED** to submit the Leominster Area Neighbourhood Plan to Herefordshire Council for referendum.

PH143/18 DATE OF NEXT MEETING

It was noted that the next meeting would be held on Monday 28th January 2019 at **18:00hrs** in the Council Offices, 11 Corn Square, Leominster, HR6 8YP.

There being no other business the meeting closed at 7:45pm.

CHAIR:

DATE:

LEOMINSTER TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the Finance & General Purposes Committee meeting held on Monday 17th December 2018 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

MEMBERS PRESENT: Councillors Marsh (Chair), Sutcliffe (Vice-Chair), Bartlett, Mr P Davies, Marshall, Murdoch, Norman, Thomas and Williams.

ALSO PRESENT: Ward Cllr Stone.

OFFICERS PRESENT: Town Clerk.

FG30/18 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Rumsey (personal).

FG31/18 DECLARATIONS OF INTEREST

There were no declarations of interest made.

FG32/18 REQUESTS FOR DISPENSATIONS

There had been no requests for dispensation.

FG33/18 QUESTIONS FROM THE PUBLIC

There was one members of the public present. No matters were raised.

FG34/18 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Finance & General Purposes Committee meeting held on 29th October 2018 be agreed and signed as a correct record.

FG35/18 CLERK'S REPORT

The following Clerk's Report was noted:

- (a) **Assets of Community Value (ACV)** – Herefordshire Council was currently reviewing its legacy casework for ACVs prior to year-end and it was suggested that the Town Council withdrew its application related to the Barons Cross Inn and resubmit it again with a plan and tighter drafting of the application using the new application form.

Following discussion, it was **RESOLVED**:

- To withdraw the Baron's Cross submission and revise it accordingly;
- To appoint an ACV Task & Finish Group to review all existing and future ACV applications;
- To appoint Cllrs Marshall, Murdoch and Thomas to sit on the Task & Finish Group;
- To include an article in the next Leominster News asking residents to suggest potential community assets that should be considered for nomination.

- (b) **Council Tax Base** – Committee noted that the Council Tax base for 2019/20 was 3660.05, an increase of 1.47% on the previous Tax base of 3606.38. It was further noted that if a precept of £512,222 was agreed by Council in January 2019, then the Leominster Town Council tax increase would reduce to 4.14% resulting in a D Band of £139.95.

FG36/18 FINANCIAL AND COMMITTEE MATTERS

- (a) **Financial Report** – Committee considered the interim Financial Report to for Quarter 3 and, following discussion, **RESOLVED:**
- That the report be noted;
 - That the payments for October 2018 amounting to £93,332, exclusive of VAT, and November 2018 to date, amounting to £34,723, exclusive of VAT be ratified;
 - That balances held as at 30th November 2018 amounted to £446,293 be noted;
 - That consideration regarding the replacement of the Financial Assistant position would be considered by the Personnel Committee in January 2019.

Committee noted that the current projected overspend was due to funding the holiday flat renovation from current balances and a reduction of income from services.

- (b) **Outstanding Accounts for Payment** – Committee ratified the payments relating to December 2018 to date amounting to 49,008.35, inclusive of VAT.

- (c) **Committee Report** – Committee considered the Committee Update Report and, following discussion, **RESOLVED:**
- To note the report;
 - To adopt the revised vision statement “Leominster is an attractive place to live, work and visit with a high level of social, environmental and economic well-being”;
 - To note that a response had been submitted to the Ministry of Housing, Communities and Local Government regarding the queries raised relating to the PWLB application;
 - To accept the quotation from DCS Group Kidderminster to upgrade the photocopier subject to confirming if there was a break clause included. There was concern expressed regarding the length of lease (60 months) but it was confirmed that there was an option after 24 months to review and upgrade;
 - To accept the recommendations contained within the Holiday Flat report regarding costs, booking agent and website promotion.

Thanks were extended to the Office Manager and the Events Officer for all their hard work on the photocopier and holiday flat reports.

(Cllr Williams left the meeting at 7.46pm)

Concern was expressed regarding a recent report regarding the reduction of ambulance cover in the area by the West Midlands Ambulance Service. It was agreed to write a letter expressing Council's disappointment subject to confirming what reductions were to be implemented.

FG37/18 CONFIDENTIAL ITEMS

As certain items were expected to include the consideration of exempt information and the Finance & General Purposes Committee **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) **Projects Update Report** – Committee noted the Projects update report. Thanks were extended to the Grants and Projects Officer for her hard work developing these initiatives

FG38/18 DATE OF NEXT MEETING

Committee noted that the next meeting of the Finance & General Purposes Committee would be held on Monday 25th February 2019 at 19:00 at the Council Offices, 11 Corn Square, Leominster HR6 8YP.

There being no other business the meeting closed at 7:56pm.

CHAIR:

DATE:

LEOMINSTER TOWN COUNCIL

ENVIRONMENT AND SERVICES COMMITTEE

Minutes of the Environment & Services Committee meeting held on Monday 21st January 2019 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

MEMBERS PRESENT: Councillors Norman (Chair), Bartlett, Mr P Davies, Marsh, Murdoch, Sutcliffe and Thomas.

OFFICER PRESENT: Town Clerk and the Environmental Supervisor.

ES43/18 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Lacey (personal) and Herschy (personal).

ES44/18 DECLARATIONS OF INTEREST

The following declarations of interest were made:

- Cllr Murdoch: Ginhall Lane Allotments.

ES45/18 REQUESTS FOR DISPENSATIONS

There had been no requests for dispensation.

ES46/18 QUESTIONS FROM THE PUBLIC

There were no members of the public present.

ES47/18 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Environment & Services Committee meeting held on 19th November 2018 be agreed and signed as a correct record.

ES48/18 CLERK'S REPORT

Committee noted that the Clerk had nothing to report.

ES49/18 ENVIRONMENTAL SUPERVISOR REPORT

Committee considered the Environmental Supervisors Report in detail and, following discussion, it was **RESOLVED:**

- To note the contents and updates contained within the report;
- That Western Power be reminded that it needed to inform the Town Council when it wished to access Ginhall Lane allotments;
- To take part in the Great British Spring Clean being organised between 22nd March to 23rd April 2019;
- To write a letter of thanks to the Environmental Team for taking responsibility for the cleaning of the public toilets following the loss of the external contractor in August 2018;
- To formally tender for a new Christmas lighting scheme for 2019, 2020 and 2021 and to thank those who contributed towards the cost of the 2018 Christmas Lights;

- To follow up the continued closure of Footpath ZC137;
- To note the update from the Environment Agency received regarding the proposed flood defences by the Ridgemoor Estate, and to comment on proposals when the planning application is submitted.

ES50/18 COMMITTEE UPDATE REPORT

Committee considered the Committee Update Report in detail and, following discussion, it was **RESOLVED**:

- To note the contents and updates contained within the report;
- To enter into the Annual Licence Agreement with Herefordshire Council for the 2019 season to manage and maintain the open spaces and verges within Leominster;
- To allocate up to £15,600 from the Public Works Loan Board loan to purchase the required equipment to undertake the maintenance of the open spaces and verges;
- To commence the recruitment of a Full Time Grounds Person to enable the Town Council to be in a position to deliver the open spaces and verges maintenance programme as from 1st April 2019;
- To recommend to the Town Council to commit to funding the CCTV scheme for Leominster for a further nine years to enable the proposed upgrading of the CCTV infrastructure in the Market Towns to be undertaken;
- To note the update regarding the commencement of the Grange Open Space Masterplan and consultation project and to expand the Stakeholder Group;
- To ring-fence a sum not exceeding £4,350 to carry out a topographical and utility survey of the area.

ES51/18 CONFIDENTIAL ITEMS

As certain items were expected to include the consideration of exempt information the Environment & Services Committee **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 outweighs the public interest in disclosing the information.

ES52/18 STAFFING UPDATE

Committee noted the update report received regarding the Environmental Team. The 2019/20 budget had identified 128 hours per week to deliver the range of services undertaken by the Team. Following an analysis, it was expected that 140 hours per week would be required. It was agreed to amend the current staffing structure to provide the Team with the extra hours required.

It was agreed to recruit a Seasonal Operative on a temporary contract running from 1st April to 30th September 2019 to support the additional grass cutting that would be undertaken by the Council.

ES53/18 DATE OF NEXT MEETING

Committee noted that the next meeting would be held on Monday 18th March 2019 at 19:00hrs in the Council Chamber, 11 Corn Square, Leominster HR6 8YP.

There being no other business, the Chair thanked members for their attendance and closed the meeting at 8:58pm.

CHAIR:

DATE:

ACCOUNTS PAID DECEMBER 2018

DATE	PAYEE	REF	AMOUNT	DETAILS
03-Dec	Keith Newman	404489	£240.00	Staff Training
03-Dec	D Beswick	404490	£575.00	Frames for Mayor photographs
03-Dec	A McEwen	404491	£650.00	Maintenance/ Narnia etc
03-Dec	DM Electrical Services	404492	£140.00	Electrician
03-Dec	Leominster News	404493	£100.00	Newsletter
03-Dec	Paul Russell	404494	£105.66	Mileage & Expenses
03-Dec	E Womack	404495	£256.67	Mileage & Expenses
03-Dec	C Thomas	404496	£52.20	Mileage
03-Dec	Leominster Choral Society	404497	£387.00	TIC Ticket sales
03-Dec	Lloyds Cooper	404498	£706.62	P McCaull Trust
03-Dec	Jenny Bartlett	404499	£62.10	Mileage & expenses Nov 18
10-Dec	Jutexpo Ltd	404500	£1,782.00	TIC Sales
10-Dec	Cleanmy Ltd	404551	£236.77	Cleaning products
10-Dec	IMI	404552	£4,070.76	Cleaning of war memorial
10-Dec	Yeomans	404553	£58.95	TIC Ticket sales
10-Dec	Chase Distillery	404554	£640.73	TIC Sales
10-Dec	DC Gardening	404555	£280.08	Grass cutting
10-Dec	Shine on Window Cleaners	404556	£46.00	Window cleaner
10-Dec	Lena Dahnsjo	404557	£780.00	Robe making
10-Dec	Trevor Hill Falconry	404558	£550.00	Reindeers for Narnia
10-Dec	LBS	404559	£148.49	Materials for maintenance
10-Dec	APATH Ltd	404560	£239.10	Hire of fence panels
10-Dec	Roundabout Stationery	404561	£61.84	Stationery
10-Dec	NALC	404562	£252.00	Training Liz Womack
10-Dec	A McEwen	404563	£650.00	Maintenance
10-Dec	Pretty Little Tents	404564	£50.00	Damage contribution from Storm Diana
10-Dec	W&L Dairies Ltd	404565	£40.80	Milk
10-Dec	C James	404566	£716.15	TIC Ticket sales
10-Dec	LARC Development	404567	£52.20	TIC Ticket sales
10-Dec	Celebrating Creation Festival Ass.	404568	£1,510.50	TIC Ticket sales
10-Dec	National Express	404569	£106.33	TIC Ticket sales
10-Dec	Swan Brewery	404570	£20.82	TIC Sales
10-Dec	Herefordshire Tree Warden Network	404571	£25.00	Subscription John Rumsey
10-Dec	Herefordshire Tree Warden Network	404572	£25.00	Subscription Jon Preece
10-Dec	IMI	404573	£3,486.24	War memorial cleaning
12-Dec	Wages chq	404574-87	£13,008.03	December wages cheques
17-Dec	A McEwen	404588	£650.00	Maintenance
17-Dec	HVOSS	404589	£176.00	Bus replacement
17-Dec	DM Electrical	404590	£897.00	Electrician
17-Dec	C James	404591	£266.25	TIC Ticket sales
17-Dec	Leominster Community Choir	404592	£367.20	TIC Ticket sales
17-Dec	Risbury Rapeseed	404593	£104.00	TIC Sales
17-Dec	Rainbird Roots	404594	£86.54	TIC Sales

AGENDA ITEM No: 8(a)

17-Dec	Microshade Business Consultants	404595	£530.16	Hosting Services
17-Dec	JZ Latusek	404596	£84.13	TIC Sales
17-Dec	Travelarts	404597	£523.45	TIC Ticket sales
17-Dec	Microshade Business Consultants	404598	£438.00	System support
17-Dec	Quickskip Hereford	404599	£206.40	Wheelie bins
17-Dec	Radnor Hills Mineral Water	404600	£72.90	TIC Sales
17-Dec	Cancelled	404601	£0.00	
17-Dec	LITE	404602	£6,924.00	Xmas lighting
17-Dec	Richard Brookman	404603	£576.00	Market management
17-Dec	BOSS	404604	£186.41	Photocopier charges
17-Dec	Leominster Team Ministry	404605	£50.00	TIC Ticket Sales
17-Dec	C James	404606	£70.85	TIC Ticket Sales
17-Dec	J Sharp	404607	£65.00	TIC Sales
17-Dec	Binit Group	404608	£1,800.00	Survey & Presentation
17-Dec	White Heron Brands Ltd	404609	£103.10	TIC Sales
17-Dec	Maureen Crumpler	404610	£20.00	Medieval tent hire
17-Dec	HMRC	404611	£2,697.92	NI/PAYE Period 9
17-Dec	Cancelled	404484	-£129.20	
17-Dec	J Vidler	404612	£129.20	Replacement for above cheque
			£49,008.35	

ACCOUNTS PAID JANUARY 2019

DATE	PAYEE	REF	AMOUNT	DETAILS
02.01.19	Clive Thomas	404612	£13.05	Mileage
02.01.19	Herefordshire Council	404613	£2,000.00	Maintenance of Service 490
02.01.19	W&L Dairies Ltd	404614	£30.60	Milk
02.01.19	Cancelled	404484	-£129.20	
02.01.19	J Vidler	404615	£129.20	Replacement for above cheque
02.01.19	Travis Perkins	404616	£729.72	Maintenance materials
02.01.19	BOSS	404617	£39.85	Printer costs
02.01.19	DC Gardening Services	404618	£840.00	Lengthsman & P3 duties
02.01.19	Cleanmy Ltd	404619	£160.96	Cleaning materials
02.01.19	Jane Hickman Batik	404620	£126.00	TIC Sales
02.01.19	Cancelled	404621	£0.00	
02.01.19	Leominster Choral Society	404622	£195.00	TIC Ticket Sales
02.01.19	Ivan Jones	404623	£93.10	TIC Sales
10.01.19	Red Kite Network Ltd	404624	£2,946.00	Masterplan, Grange Open Space
10.01.19	Leominster Choral Society	404625	£321.30	Tickets sold by TIC
10.01.19	Shine On Window Cleaners	404626	£46.00	Window cleaning, Corn Square
10.01.19	Arrow Plant & Tool Hire	404627	£225.60	Fence Panel Hire
10.01.19	A McEwan	404628	£1,040.00	Holiday Flat/Misc works
10.01.19	Hvoss	404629	£115.00	427 Service
10.01.19	Ellis Whittam	404630	£2,745.00	Combined Services/Employee Insurance
10.01.19	Leominster News	404631	£100.00	January 2019 Issue
10.01.19	Cllr Jenny Bartlett	404632	£63.60	Mayoral Expenses Nov/Dec 18
10.01.19	Leominster Building Supplies	404633	£379.07	Various sundries
10.01.19	Playhouse Cinema	404634	£410.00	Ticket Sales
10.01.19	Leominster Community Choir	404635	£24.00	Mayoral Expenses Community Choir Tickets
10.01.19	National Express Ltd	404636	£66.91	Coach Tickets
10.01.19	Worcester Pension Fund	404637	£11,257.73	Pensions Nov 18, Dec 18 & Jan 19
10.01.19	Salaries January 2019	404638-50	£12,602.74	Salaries 2019
10.01.19	HMRC	404651	£2,618.07	NI/PAYE Period 10
16.01.19	A McEwan	404652	£650.00	Miscellaneous works Environmental Team
16.01.19	Mr C Thomas	404653	£16.60	Councillor expenses
16.01.19	Balfour Beatty Living Places	404654	£250.00	Farmers Markets Road Closures
16.01.19	Lloyd Richards Ltd	404655	£169.50	Payroll charges
16.01.19	N Davies	404656	£32.30	Calendars
16.01.19	IAF & CR Jones	404657	£93.10	Art sold in TIC
16.01.19	Travelarts	404658	£523.45	Blood Brothers
16.01.19	Playhouse Cinema	404659	£367.30	Ticket Sales
16.01.19	History & Heraldry Ltd	404660	£519.36	Bamboo mugs
16.01.19	Travis Perkins	404661	£71.02	Holiday Flat
22.01.19	A McEwan	404662	£650.00	Holiday Flat
22.01.19	TAG	404663	£70.97	Machinery repairs
22.01.19	Tyrells	404664	£73.74	Crisps TIC
22.01.19	Stockmoor Cider Ltd	404665	£36.00	Alcohol TIC

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22.01.19	Playhouse Cinema	404666	£114.45	Ticket Sales
22.01.19	Travis Perkins	404667	£43.46	Holiday Flat
22.01.19	Roundabout Stationery	404668	£129.82	Stationery
			£43,000.37	

PROPOSED BUDGET 2019/20

The proposed budget for 2019/20. Expenditure to date for 2018/19 is at the end of Month 9 (December 2018)

		Budget	Actual	Budget	Actual	Budget
101	<u>Administration Central Costs</u>	2017/18	2017/18	2018/19	2018/19	2019/20
4012	Software, IT and support	£3,500	£5,388	£5,500	£5,330	£6,000
4014	Website	£400	£439	£500	£502	£1,000
4016	Photocopier	£1,500	£2,494	£2,500	£1,969	£2,700
4019	Recruitment	£500	£106	£250	£106	£500
4020	Advertising	£0	£0	£1,000	£5	£1,000
4025	Miscellaneous	£0	£13	£0	£6,701	£0
4027	Equipment	£2,000	£3,193	£800	£360	£1,000
4030	Telephone	£4,000	£3,958	£5,500	£2,499	£5,000
4035	Postage	£1,000	£501	£750	£432	£700
4040	Printing & Stationery	£1,500	£1,728	£1,500	£1,006	£1,800
4048	Subscriptions	£3,100	£2,507	£3,000	£2,557	£3,000
4050	Insurance	£6,500	£6,009	£6,200	£5,952	£6,200
4900	Contingency/Data Protection	£2,500	£616	£2,500	£516	£2,000
	Total	£26,500	£26,952	£30,000	£27,935	£30,900

		Budget	Actual	Budget	Actual	Budget
101	<u>Income Administration</u>	2017/18	2017/18	2018/19	2018/19	2019/20
1076	Precept	£422,148	£422,148	£484,632	£484,632	£0
1090	Bank Interest	£200	£0	£200	£0	£0
1500	Miscellaneous	£0	-£4,254	£0	£386	£0
1100	Event Income	£0	£0	£8,000	£1,474	£0
1100	Grant Income	£0	£0	£0	£19,485	£0
	Capital Receipt	£0	£168,500	£0	£39,676	£0
	Total	£422,348	£586,394	£492,832	£545,653	£0

		Budget	Actual	Budget	Actual	Budget
103	<u>Salaries</u>	2017/18	2017/18	2018/19	2018/19	2019/20
4000	Administration Salaries	£101,075	£136,161	£117,558	£103,049	£101,600
4000	Environmental Salaries	£59,500	£35,228	£98,012	£49,487	69,600
4000	Tourism & Events Salaries	£55,608	£40,127	£60,653	£31,657	34,500
4000	Caretakers/Cleaners	£0	£0	£0	£0	8,600
4000	Markets	£0	£0	£6,240	£2,754	6,240
4000	Percentage increase (2%)	£0	£0	£0	£0	5,700
4000	NI Employer Contributions	£0	£0	£0	£0	16,800
4000	Pension Contributions	£0	£0	£0	£0	45,600
	Total	£216,183	£211,516	£282,463	£186,947	£288,640

		Budget	Actual	Budget	Actual	Budget
105	<u>Corporate Management</u>	2017/18	2017/18	2018/19	2018/19	2019/20
4008	Travel & Subsistence	£1,000	£2,159	£1,000	£1,332	£2,200

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4010	Conferences/Training	£3,000	£1,644	£2,500	£2,019	£2,500
4025	Miscellaneous	£0	£72	£0	£0	£0
4125	Bank Charges	£800	£656	£750	£746	£800
4130	Accountancy/Corporate Gov	£3,000	£2,025	£2,000	£750	£2,200
4131	Internal Audit Fees	£800	£550	£600	£550	£600
4132	External Audit Fees	£1,000	£2,000	£1,600	£1,300	£1,500
4135	Legal & Professional	£1,000	£2,897	£1,000	£0	£1,000
4140	Employment/Health & Safety	£2,500	£2,140	£2,140	£0	£2,140
	Total	£13,100	£14,143	£11,590	£6,697	£12,940

		Budget	Actual	Budget	Actual	Budget
110	<u>Democratic Services</u>	2017/18	2017/18	2018/19	2018/19	2019/20
4200	Elections	£2,500	£3,008	£2,500	£0	£6,650
4210	Mayor's Allowance	£4,000	£979	£4,000	£712	£4,000
4211	Mayor Making	£600	£250	£500	£696	£750
4212	Civic Events	£1,500	£1,849	£1,500	£1,209	£1,500
4215	Civic Regalia	£500	£463	£500	£2,565	£1,000
4220	Civic Officers	£1,200	£580	£1,000	£1,095	£1,100
	Total	£10,300	£7,129	£10,000	£6,277	£15,000

		Budget	Actual	Budget	Actual	Budget
115	<u>Grants</u>	2017/18	2017/18	2018/19	2018/19	2019/20
4230	Events Fund	£0	£0	£5,000	£3,871	£5,000
4235	General Grants	£14,000	£10,320	£12,000	£5,656	£12,000
4236	Community Centre	£6,000	£6,000	£10,000	£10,000	£8,000
4237	Grange Court	£7,000	£7,000	£7,000	£7,000	£7,000
4238	Youth Services	£9,000	£9,518	£9,000	£450	£9,000
4239	CAB Grant	£10,000	£10,000	£8,000	£8,000	£8,000
	Total	£46,000	£42,838	£51,000	£34,977	£49,000

		Budget	Actual	Budget	Actual	Budget
125	<u>Corn Square</u>	2017/18	2017/18	2018/19	2018/19	2019/20
4180	Cleaning	£100	£1,389	£500	£1,460	£2,500
4181	Window Cleaning	£960	£445	£700	£368	£700
4182	Electricity	£4,500	£3,612	£4,400	£1,849	£4,200
4183	Gas	£4,500	£2,011	£3,900	£1,209	£3,900
4185	Business Rates	£11,000	£9,902	£11,000	£8,748	£11,000
4186	Water Rates	£1,500	£1,061	£1,500	£549	£1,500
4187	Repairs & Renewals	£1,000	£2,409	£1,200	£1,088	£3,000
4188	Fixtures & Fittings	£1,000	£2,289	£1,000	£1,936	£2,000
4700	Loan Repayment (£350k)	£19,680	£19,680	£19,680	£9,740	£19,254
4700	Loan Repayment (£150k)	£8,692	£8,692	£8,692	£4,296	£8,480
	Total	£52,932	£51,490	£52,572	£31,243	£56,534

		Budget	Actual	Budget	Actual	Budget
125	<u>Income Corn Square</u>	2017/18	2017/18	2018/19	2018/19	2019/20

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1400	Room Rentals	£2,000	£220	£3,500	£1,115	£1,500
1400	Secret Garden	£0	£0	£3,500	£0	£2,500
1400	Holiday Let	£6,000	£0	£12,000	£0	£13,000
1400	Office Lets	£14,100	£12,236	£14,000	£10,584	£13,000
	Total	£22,100	£12,456	£33,000	£11,699	£30,000

		Budget	Actual	Budget	Actual	Budget
130	<u>Tourist Information</u>	2017/18	2017/18	2018/19	2018/19	2019/20
3000	Cost of Sales	£15,000	£14,308	£18,000	£12,119	£15,000
3010	Cost - Coach Trips	£0	£6,358	£8,000	£7,654	£6,500
4126	Credit/Debit Charges	£0	£0	£100	£497	£0
	Total	£15,000	£20,666	£26,100	£20,270	£21,500

		Budget	Actual	Budget	Actual	Budget
130	<u>Tourist Information Income</u>	2017/18	2017/18	2018/19	2018/19	2019/20
1010	Commission	£2,600	£1,689	£7,100	£840	£1,600
1510	Coach Trips	£3,800	£6,253	£12,000	£7,332	£6,500
1511	Books & Maps	£6,750	£5,256	£7,000	£3,728	£5,300
1512	Cards	£1,600	£1,199	£1,700	£1,104	£1,200
1513	Souvenirs	£5,600	£5,396	£7,000	£5,533	£5,500
1514	Food/Drink	£2,000	£2,562	£2,000	£4,344	£4,000
1515	Craft	£2,500	£2,290	£2,500	£1,846	£2,400
1516	Advertising	£2,400	£98	£1,000	£254	£250
1518	Bed Booking	£250	£0	£250	£0	£0
	Total	£27,500	£24,743	£40,550	£24,981	£26,750

		Budget	Actual	Budget	Actual	Budget
201	<u>Open Spaces</u>	2017/18	2017/18	2018/19	2018/19	2019/20
4006	Uniforms	£750	£162	£750	£1,176	£1,000
4025	Miscellaneous	£0	£125	£0	£0	£0
4027	Equipment	£2,000	£1,491	£2,500	£1,486	£2,500
4187	Repairs & Renewals	£2,500	£2,319	£2,500	£666	£3,000
4300	Maintenance	£5,000	£6,254	£5,000	£9,463	£6,000
4301	Open Spaces Maintenance	£14,000	£16,893	£12,000	£30,556	£0
4305	Play Areas	£1,500	£877	£1,000	£545	£1,000
4310	Priory Churchyard	£1,500	£1,315	£100	£0	£0
4311	Millenium Green	£250	£0	£100	£0	£0
4312	P3 Scheme	£6,870	£2,660	£6,870	£2,620	£3,000
4313	Lengthsman Scheme	£5,175	£9,700	£5,000	£340	£5,000
4320	Vehicle Maintenance	£2,500	£2,925	£2,000	£868	£2,000
4321	Vehicle Fuel	£2,500	£1,026	£2,500	£798	£2,500
4350	Street Cleaning	£2,000	£341	£500	£10	£500
4351	Waste	£4,000	£3,993	£4,000	£4,590	£6,000
4355	Tree Maintenance	£0	£0	£2,000	£0	£2,500
	Total	£50,545	£50,081	£46,820	£53,118	£35,000

		Budget	Actual	Budget	Actual	Budget
	<u>Open Spaces Income</u>	2017/18	2017/18	2018/19	2018/19	2019/20
1110	P3 Scheme	£0	£0	£5,285	£5,285	£5,000
1111	Lengthsman Scheme	£1,725	£17,755	£0	£1,725	£0
1420	Grants	£0	£9,448	£0	£0	£0
	Resident Services	£0	£0	£2,500	£594	£0
	Total	£1,725	£27,203	£7,785	£7,604	£5,000

		Budget	Actual	Budget	Actual	Budget
203	<u>Allotments</u>	2017/18	2017/18	2018/19	2018/19	2019/20
4025	Administration	£600	£362	£500	£259	£500
4184	Ground Rent	£1,400	£1,336	£1,500	£943	£1,500
4186	Water Rates	£500	£322	£500	£236	£500
4300	General Maintenance	£1,000	£1,026	£1,000	£595	£1,000
4308	Grasscutting	£1,000	£883	£0	£730	£0
	Total	£4,500	£3,929	£3,500	£2,763	£3,500

		Budget	Actual	Budget	Actual	Budget
203	<u>Allotment Income</u>	2017/18	2017/18	2018/19	2018/19	2019/20
1120	Allotment Rents	£5,000	£5,574	£5,000	£4,178	£5,000
	Total	£5,000	£5,574	£5,000	£4,178	£5,000

		Budget	Actual	Budget	Actual	Budget
205	<u>Markets/Events</u>	2017/18	2017/18	2018/19	2018/19	2019/20
4000	Salaries	£0	£0	£0	£0	£0
4020	Advertising	£1,500	£4,030	£1,000	£100	£1,000
4021	Promotion	£1,000	£682	£1,000	£767	£1,000
4027	Equipment	£1,000	£0	£500	£208	£0
4048	Subscriptions	£400	£0	£400	£0	£400
4182	Electricity	£500	£0	£250	£0	£0
	Total	£4,400	£4,712	£3,150	£1,075	£2,400

		Budget	Actual	Budget	Actual	Budget
205	<u>Income Markets/Events</u>	2017/18	2017/18	2018/19	2018/19	2019/20
1402	Market Income	£20,000	£15,818	£22,000	£8,776	£17,000
1500	Miscellaneous	£3,000	£150	£5,000	£0	£0
	Total	£23,000	£15,968	£27,000	£8,776	£17,000

		Budget	Actual	Budget	Actual	Budget
	<u>Public Conveniences</u>	2017/18	2017/18	2018/19	2018/19	2019/20
220	Central Area					
4180	Cleaning	£4,200	£4,125	£4,200	£1,907	£4,500
4182	Electricity	£750	£0	£750	£0	£750
4185	Business Rates	£1,750	£1,384	£1,750	£1,426	£1,750
4186	Water Rates	£1,600	£1,672	£1,600	£621	£1,700

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4300	Maintenance	£500	£818	£0	£0	£0
225	The Grange					
4180	Cleaning	£4,200	£4,126	£4,200	£1,872	£4,500
4182	Electricity	£850	£1,014	£850	£559	£1,100
4185	Business Rates	£1,550	£0	£1,550	£0	£1,500
4186	Water Rates	£1,500	£1,107	£1,500	£908	£1,500
4300	Maintenance	£500	£461	£0	£0	£0
230	Westbury Street					
4180	Cleaning	£4,200	£0	£4,200	£0	£0
4182	Electricity	£1,650	£0	£1,650	£0	£0
4185	Business Rates	£3,100	£0	£3,100	£0	£0
4186	Water Rates	£3,000	£0	£3,000	£0	£0
4300	Maintenance	£500	£0	£0	£0	£0
	Total	£29,850	£14,707	£28,350	£7,293	£17,300

		Budget	Actual	Budget	Actual	Budget
		2017/18	2017/18	2018/19	2018/19	2019/20
235	Capital Investment - Toilets					
4360	Toilet Management	£0	£0	£0	£0	£0
4700	Loan Repayments	£0	£0	£0	£0	£0
4710	Capital Fund	£500	£0	£0	£0	£0
	Total	£500	£0	£0	£0	£0

		Budget	Actual	Budget	Actual	Budget
		2017/18	2017/18	2018/19	2018/19	2019/20
	Public Convenience Income					
1500	Rental	£3,000	£0	£3,000	£0	£0
	Total	£3,000	£0	£3,000	£0	£0

		Budget	Actual	Budget	Actual	Budget
		2017/18	2017/18	2018/19	2018/19	2019/20
250	Economic Development					
4023	Newsletter	£1,200	£1,200	£1,200	£925	£1,440
4047	Market Towns Forum	£100	£150	£100	£0	£0
4370	Leominster in Bloom	£6,000	£3,300	£5,000	£3,287	£5,000
4375	CCTV	£10,439	£10,439	£10,850	£8,137	£10,850
4380	Festive Lights	£12,000	£15,911	£14,000	£14,597	£15,000
	Total	£29,739	£31,000	£31,150	£26,946	£32,290

		Budget	Actual	Budget	Actual	Budget
		2017/18	2017/18	2018/19	2018/19	2019/20
260	Capital Projects					
4027	Equipment	£10,000	£3,729	£10,000	£150	£0
4305	Play Areas	£10,000	£0	£5,000	£44,442	£10,000
4710	Capital Fund	£0	£77,133	£0	£20,027	£0
	Total	£20,000	£80,862	£15,000	£64,619	£10,000

		Budget	Actual	Budget	Actual	Budget
		2017/18	2017/18	2018/19	2018/19	2019/20
260(a)	Loan for Projects					
4700	Loan Repayment (£200k)	£0	£0	£13,472	£0	£15,968

	Total	£0	£0	£13,472	£0	£15,968
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		Budget	Actual	Budget	Actual	Budget
300	Planning & Highways	2017/18	2017/18	2018/19	2018/19	2019/20
4240	Travel Fund	£10,000	£1,392	£4,000	£3,147	£5,000
	Total	£10,000	£1,392	£4,000	£3,147	£5,000

		Budget	Actual	Budget	Actual	Budget
TOTALS		2017/18	2017/18	2018/19	2018/19	2019/20
	Total Expenditure	£529,549	£561,417	£609,167	£473,307	£595,972
	Total Income	£504,673	£672,338	£609,167	£602,891	£83,750
	Balance	-£24,876	£110,921	£0	£129,584	£512,222

	2017/18	2018/19	2019/20
Gross precept	£440,148	£484,632	£512,222
Council Tax Support Grant	£0	£0	£0
Funding From Balances	£18,000	£0	£0
Net Parish Precept	£422,148	£484,632	£512,222
Tax Base	3,565.36	3,606.43	3,660.05
Band D Council Tax	£118.40	£134.38	£139.95
Percentage Increase D Band		13.49%	4.14%