

LEOMINSTER TOWN COUNCIL

Minutes of the Leominster Town Council Meeting held on Monday 27th November 2017 commencing at 19:00 hours in the Council Chamber, 11 Corn Square, Leominster HR6 8YP.

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

OFFICER PRESENT: Town Clerk.

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

74/17 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Freedland (personal), Herschy (personal), Preece (illness) and Rumsey (illness).

75/17 DECLARATIONS OF INTEREST

The following Declarations of Interest were made:

- Cllr Lacey – Allotments (Personal)
- Cllr Thomas – First Responders (personal)

76/17 REQUESTS FOR DISPENSATIONS

No requests for dispensation had been received.

77/17 QUESTIONS FROM THE PUBLIC

Four members of the public were present. The following matter was raised.

Passa Lane Safety Issues

A resident submitted a comprehensive report outlining a series of highway issues that were being experienced along this narrow lane, which was increasingly being used especially by HGVs and delivery vehicles. There had been a number of accidents including one at 3.30pm earlier today. The passing points were dangerous and corroding away and the Hereford Road entrance was in a poor condition.

Following consideration Council noted the report and agreed to submit it to the relevant authorities, request that the lane be included in any future Traffic Management Plan and assess whether there was anything that could be actioned by the Town Council as part of the Lengthsman Scheme.

78/17 MINUTES OF THE PREVIOUS MEETINGS

Council **RESOLVED** that the minutes of the Leominster Town Council meeting held on 25th September 2017 be agreed and signed as a correct record subject to the amendments agreed.

Council noted that the Leominster Meeting Centre had not been officially informed of the relocation of the Coningsby children centre services in Leominster to Herefordshire Council's multi agency office next door.

79/17 CLERK'S REPORT

Council **RECEIVED** the following report:

- (a) **Councillor Briefing** – Following discussion it was **RESOLVED** to hold a Councillors Briefing on Monday 11th December 2017 at 6pm at 11 Corn Square to discuss the various projects and initiatives being developed by the Town Council as part of its Corporate Strategy. The Town Council's Staff Team would be present to answer questions and provide further background information.

It was **AGREED** to defer the consideration of the Project Report (Agenda Item 12 (a) & (b)) and the draft budget for 2018/19 until the Finance & General Purposes Committee meeting to be held on 18th December 2017.

- (b) **Kingspan Grant** – To note that confirmation has now been received from the Kingspan Community Trust for £1,699.90 to provide the following:
- Boxing classes run by South Wye Police Boxing Academy, to be held at the GP Martial Arts Centre in Croft Business Park, Leominster:
 - Skateboarding Taster Sessions at the Sydonia Skate Park, run by a coach from the Hereford Skate Park
- (c) **First Responders** – Council noted that Bill Wiggin, MP, had expressed his support for the grant application from the First Responders which would be considered under agenda item 8(b).
- (d) **Place Based Social Action Big Lottery Fund Expression of Interest** – Council noted that Herefordshire Council had formally endorsed and would support the bid submission from Leominster Town Council to develop a project that would help improve lives and solve the problems that were important in their communities.
- (e) **Notification of External Auditor Appointment** – Council noted that under Regulation 3 of the Local Audit (Smaller Authorities) Regulations 2015, Smaller Authorities Audit Appointments Ltd (SAAA) had been appointed by the Secretary of State for Communities and Local Government to appoint local auditors. Leominster Town Council had opted in to this scheme and PKF Littlejohn LLP would be the external auditor for 2017/2022.
- (f) **Herefordshire Cultural Partnership** – Council noted that a meeting would be held at 11 Corn Square on 6th December 2017 at 6pm.
- (g) **Grange Court** – Council noted that the LARC Trustees had informed the Town Council that it did not wish to pursue the Town Council's offer of support at this time.
- (h) **Christmas Lights** – Council noted that the issues experienced at the Christmas Lights Switch On held on Saturday 25th November 2017 were currently being addressed by Council Officers.

- (i) **Footpath Walkers Meeting** – Council noted that a meeting had been held prior to the Council meeting. The Environmental Supervisor had submitted a report.
- (j) **Victorian Street Market** – Councillors noted the revised parade procedure for this event.
- (k) **Recent Training** – Council noted that staff had recently undertaken a range of training including Cemetery Management, Inclusion and sector specific training.
- (l) **BIIAB Level 1 Training** – Council **AGREED** to meet the costs for in-house APLH training to achieve Level 1 to meet the requirements of the licence which would be £550 plus exam expenses, handbooks and travel.

80/17 COMMITTEE MEETINGS

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

- (a) **Planning & Highways Committee** – It was **RESOLVED** to approve the minutes of the Planning & Highway Committee meetings held on 2nd & 16th October, 6th & 20th November 2017, and authorise the decisions and recommendations contained therein, subject to the following:

It was **RESOLVED** that the resolution under Minute PH113/17(a) be referred back to the Planning & Highway Committee for review.

- (b) **Communications and Events Committee** – It was **RESOLVED** to approve the minutes of the Communications & Events Committee meeting held on 9th October 2017, and authorise the decisions and recommendations contained therein.
- (c) **Finance & General Purposes Committee** – It was **RESOLVED** to approve the minutes of the Finance & General Purposes Committee meeting held on 30th October 2017, and authorise the decisions and recommendations contained therein.
- (d) **Environment & Services Committee** – It was **RESOLVED** to approve the minutes of the Environment & Services Committee meeting held on 13th November 2017, and authorise the decisions and recommendations contained therein.

81/17 FINANCES

- (a) **Accounts Paid Statement** – It was **RESOLVED** to pay all outstanding accounts for November 2017 amounting to £43,656.35, including VAT.

It was noted that an interim Quarter Three Financial Report would be presented to the Finance & General Purposes Committee at its meeting on 18th December 2017 with a full Q3 report being considered at the 29th January 2018 Council meeting.

- (b) **Leominster First Responders Grant Application** – Council was informed that funding had been withdrawn by West Midlands Ambulance Service. Council considered the request for an emergency grant and, following discussion, it was **RESOLVED** that a grant of £1,000 be awarded to the First Responders.
- (c) **Internal Audit Report** – Council received the interim internal audit report and **RESOLVED** to adopt it.
- (d) **Unsolicited Street Collections** – Council discussed the proposal to take part in a County wide initiative to tackle street begging. It was noted that Vennture was working with organisations across Herefordshire to encourage a positive response to this issue. The initiative aimed to provide central street collecting points in towns throughout Herefordshire for those who wished to support those in need. Money collected would then be distributed to charities that specialised in meeting those in need, including homelessness.

Following discussion it was **AGREED** that Leominster Town Council would support this initiative in principle subject to clarification being provided regarding the organisations that would help deliver the support.

82/17 REPORTS

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

- (a) **Market Towns Forum** – Cllr Norman gave a brief overview of the work of the Market Towns Forum. Speakers had included a representative from the City of Culture bid, the Monitoring Officer, the Vice Chair of Herefordshire Council and the Assistant Director Environment & Place, Economy, Communities & Corporate Directorate.
- (b) **Leominster Museum** – Cllr Norman reported that the Leominster Museum had had a busy year addressing their governance procedures, considering a possible extension to the building and providing a much valued attraction. The Museum was currently seeking a curator.
- (c) **Leominster Business Group** – Cllr Thomas reminded Members that Small Business Saturday was taking place on 2nd December 2017 and their support would be appreciated.
- (d) **Leominster in Bloom** – Cllr Lacey reported that Leominster in Bloom was currently planning the floral displays for 2018 that would encourage much more local involvement.

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

Cllr Stone – Leominster Rural and North

- A new Locality Steward had been appointed for Leominster Rural and North;

- The proposal to move two signs located at the level crossing would be considered by the Planning & Highways Committee at its meeting on 4th December 2017 but the proposals seemed sensible;
- Plans for winter gritting were now in place;
- Earl Mortimer College had received a “Good” in the recent Ofsted report and Kimbolton Primary School’s hall was nearing completion;
- Attended recent Ward Councillor meeting with Geoff Hughes;
- Attended an Addaction presentation;
- Fly tipping continued to be problematic locally and nationally;
- Attended and laid a wreath at the Remembrance Sunday commemorations;
- Hereford Cathedral would be hosting the “Weeping Window of Poppies” and significant visitor numbers were expected.

Cllr Bartlett – Leominster South

- Attended the site visit to discuss the ZC101 diversion and a meeting relating to the ZC137 footpath (Aida’s Trail);
- Opposed the Poultry units on Eaton Hill at the Herefordshire Planning Committee meeting;
- Noted that the Construction and Facilities Management contract was being reassessed. This would affect the Town Council as Interserve were the current contractors;
- Attended a Ward Member briefing from Balfour Beatty;
- Attended a Healthwatch consultation;
- Took part in Leominster Town Council’s budget consultation in Corn Square on three occasions;
- Attended an Addaction presentation;
- Attended recent Ward Councillor meeting with Geoff Hughes;
- As Deputy Mayor attended the Civic Service, the Remembrance Day service, the Christmas Lights Switch-On and the Polish Soldiers Remembrance service at the Cemetery;
- Asked the Town Council to consider supporting a memorial on the new Barons Cross Camp development;
- Spoke at the Leominster Meeting Centre Ceremony of Celebration;
- Congratulated the Mayor and Mayoress on the reception they hosted for the Roger Albert Clark Rally at Grange Court.

Cllr Marsh – Leominster East

- Attended briefings relating to
 - The Stonebow Unit
 - Brexit and Agriculture
 - Corporate Parenting (of children in care)
 - Carers' support
 - Working with Parish Councils
 - Learnt more about emerging and existing issues including
 - the county Flood Management Plan
 - Leominster's Neighbourhood Plan, now out to consultation;
 - Air quality at Bargates and the AQMA
 - Become more acquainted with the planning process.

- Attended meetings about the future of the Museums, Libraries and Archive service
- Arranged a consultation on the emerging Cultural Strategy in Leominster with the Cultural Consortium early in December;
- Worked with local residents on matters relating to high hedges and potential eviction
- Read up on Brief Encounters as an effective way of working with residents.
- Worked with Monkland Parish Council on their roadworks and speed limits
- Attended recent Ward Councillor meeting with Geoff Hughes.

Cllr Norman – Leominster West

- Congratulated those that helping with successful events including the Apple Fair, St Edrith Festival events and the Roger Albert Clark rally.
- Attended Mayor's Civic Service and the Remembrance Services;
- Thanked everyone involved with the Nativity Service and the Christmas Lights Switch-On;
- Attended recent Ward Councillor meeting with Geoff Hughes. Issues discussed included:
 - Future development in the town, given the issues of congestion and pollution on the Bargates/Barons Cross
 - The need for a Traffic management plan
 - Public realm and town centre
 - Speeding issues
 - Neighbourhood Plan
 - Future services
 - The status of the Southern Urban Extension (SUE) and associated road.
 - Joint working
- Updates on the West Winds application, the Barons Cross application for reserved matters and the Stagbatch poultry houses application are awaited;
- Attended committee meeting including Planning Committee and the Children's and Young people Scrutiny Committee. Also sits on the Mineral and Waste panel, and the Corporate Parenting panel,

83/17 MAYORAL APPOINTMENTS

The following Mayoral appointments had been attended by the Mayor:

- 1st October – Ledbury Civic Service;
- 6th October – Allotment Association Harvest Supper
- 8th October – Ivington Harvest Supper;
- 8th October – Shrieval Service, Hereford Cathedral;
- 11th October – Royal British Legion Remembrance planning meeting;
- 19th October – Armed Forces dinner;
- 22nd October – Tenbury Civic Service;
- 26th October – Public meeting, Etnam Street residents;
- 29th October – Leominster Civic Service;
- 30th October – Civic photograph, Hereford;
- 2nd November – LARC AGM;

- 9th November – Marches Family Network AGM;
- 9th November – Roger Albert Clark Rally reception;
- 11th November – Armistice Day commemoration;
- 12th November – Remembrance Day commemoration;
- 25th November – Teddy Bear’s picnic;
- 25th November – Nativity Service, The Priory, Leominster;
- 25th November – Christmas Lights switch on, Leominster;
- 26th November – Polish commemoration service, Leominster Cemetery.

84/17 DATE OF NEXT MEETING

Council noted that the next Leominster Town Council meeting would be held on Monday 29th January 2018 commencing at 7:00pm at the Council Offices, 11 Corn Square, Leominster HR6 8YP. The budget and precept for 2018/19 would be adopted and set at this meeting.

85/17 CONFIDENTIAL ITEMS

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

- (a) **Project Funding Report** – This matter had been deferred under Minute 79/17(a). Outline clarification on information required to be presented at the Councillors Briefing was sought and provided.
- (b) **Budget 2018/19 Development** – Due to the deferment of the Project Funding Report it was agreed that the revised draft budget would be considered at the next Finance & General Purposes Meeting to be held on 18th December 2017.

There being no other business the Mayor thanked everyone for their attendance and closed the meeting at 8.53pm.

MAYOR

DATE: