

## LEOMINSTER TOWN COUNCIL

Minutes of the reconvened Annual Town Council Meeting of Leominster Town Council held on Monday 15<sup>th</sup> May 2017 commencing at 19:00 hours in the Council Chamber, 11 Corn Square, Leominster HR6 8YP.

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**MEMBERS PRESENT:** Councillors R Pendleton (Mayor), Bartlett (Deputy Mayor), Barton, Burke, Davies, Freedland, Herschy, Lacey, Marsh, Norman, A Pendleton, Preece, Rosser, Rumsey and Thomas.

**OFFICER PRESENT:** Town Clerk.

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

### 13/17 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Taylor (work).

### 14/17 DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

### 15/17 REQUESTS FOR DISPENSATIONS

One request for dispensation had been received but was turned down as the Council remained quorate without granting dispensations to allow it to conduct its business.

### 16/17 QUESTIONS FROM THE PUBLIC

Two members of the public were present and the following representation was made:

- A request to carry out annual maintenance in Cockcroft Lane was acknowledged. This would be passed on to Herefordshire Council for action.

### 17/17 MINUTES OF THE PREVIOUS TOWN COUNCIL MEETING

Council **RESOLVED** that the minutes of the Leominster Town Council meetings held on 17<sup>th</sup> March 2017 and 26<sup>th</sup> April 2017 be agreed and signed as a correct record.

### 18/17 MINUTES OF COMMITTEE MEETINGS HELD

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

- (a) **Planning & Highways Committee** – It was **RESOLVED** to approve the minutes of the Planning & Highway Committee meetings held on 10<sup>th</sup> April and 8<sup>th</sup> May 2017 and authorise the decisions and recommendations contained therein.

Minute PH179/16 – It was **RESOLVED** to submit the following additional conditions that had been drawn up following the site visit on Friday 12<sup>th</sup> May 2017:

- To align the access into the site to ensure that good visibility splays are in place;
- To consider placing double yellow lines at the access of the site to ensure highway safety;
- To provide hammer head turning points by plots 7 and 10;
- To connect the site with the play area in Ropewalk Avenue and to provide a sum within S106 to significantly improve the play area;
- To consider Leominster Town Council taking over the management and maintenance of the open space on the site and the play area in Ropewalk Avenue;
- To transfer the S106 play area funding to Leominster Town Council to enable it to redevelop the play area site in Ropewalk Avenue and to provide further upgrades to play areas on Ginhall Green open space;
- That consideration be given to widening the highway at the junction of Ropewalk Avenue and Westcroft to enable better through flow of traffic either side of the junction;
- To address any further issues raised by local residents who may be affected by the development.

(b) **Finance & General Purposes Committee** – It was **RESOLVED** to approve the minutes of the Finance & General Purposes Committee meeting held on 24<sup>th</sup> April 2017 and authorise the decisions and recommendations contained therein.

#### 19/17 **APPOINTMENT OF COMMITTEES**

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

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

#### 20/17 **COMMITTEE SCHEME OF DELEGATION & TERMS OF REFERENCE**

Council **RESOLVED** to adopt the new Committee Scheme of Delegation and Committee Terms of Reference, in line with the revised Council structure, to assist in conducting the business of Council:

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

#### 21/17 **APPOINTMENT OF COMMITTEE MEMBERS**

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

<b>PLANNING &amp; HIGHWAYS COMMITTEE</b>		
Mayor: Cllr R Pendleton	Deputy Mayor: Cllr Bartlett	Cllr Rosser
Cllr Barton	Cllr Herschy	Cllr Rumsey
Cllr Davies	Cllr Preece	Cllr Thomas
Cllr Freedland	Cllr A Pendleton	

<b>ENVIRONMENT &amp; SERVICES COMMITTEE</b>		
Mayor: Cllr R Pendleton	Deputy Mayor: Cllr Bartlett	Cllr Preece
Cllr Burke	Cllr Herschy	Cllr A Pendleton
Cllr Davies	Cllr Marsh	Cllr Thomas
Cllr Lacey	Cllr Norman	

<b>FINANCE &amp; GENERAL PURPOSES COMMITTEE</b>		
Mayor: Cllr R Pendleton	Deputy Mayor: Cllr Bartlett	Cllr Rosser
Cllr Burke	Cllr Norman	Cllr Rumsey
Cllr Freedland	Cllr Preece	Cllr Taylor
Cllr Marsh	Cllr A Pendleton	

<b>COMMUNICATIONS &amp; EVENTS COMMITTEE</b>		
Mayor: Cllr R Pendleton	Deputy Mayor: Cllr Bartlett	Cllr Rosser
Cllr Lacey	Cllr Norman	Cllr Rumsey
Cllr Herschy	Cllr A Pendleton	Cllr Thomas

The relevant Committees will consider the appointment Task & Finish Groups as considered appropriate.

#### **22/17 STANDING ORDERS AND FINANCIAL REGULATIONS**

Council **RESOLVED** to adopt Standing Orders for 2017/18 with no amendments.

It was **RESOLVED** to adopt Financial Regulations for 2017/18 subject to the following amendments:

- Change references to Chairman of the Council to Mayor;
- Change Finance Committee to Finance & General Purposes Committee;
- To formally appoint the Chair and Vice Chair of the Finance & General Purposes Committee to undertake regular informal internal audits as part of the Financial Regulations requirements (Clause 2.2).

#### **23/17 APPOINTMENT TO OUTSIDE BODIES**

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

<b>OUTSIDE BODY</b>	<b>APPOINTED REPRESENTATIVES</b>
Local Area Neighbourhood Plan Working Group	<b>RESOLVED</b> to oversee final completion by the Planning & Highways Committee
Market Towns Forum (3 positions)	Cllrs Norman, A Pendleton, R Pendleton & the Clerk
Herefordshire Association of Local Councils (1 position)	Cllr A Pendleton
Hester Clarke Almshouses Trustees (2 positions appointed to 2019)	Cllrs Davies and A Pendleton
Leominster District Community Association (2 positions)	Cllrs Thomas & A Pendleton
Leominster Festival Committee (1)	Deputy Mayor

position)	
Shopmobility (1 position)	Cllr Rumsey
Leominster Regeneration Company Ltd (LARC) (2 positions appointed to 2019)	Cllrs Bartlett and A Pendleton
Leominster Folk Museum (2 positions) Four year tenure (2019)	Cllrs Davies and Norman
Leominster in Bloom (2 positions)	Cllrs Lacey & Thomas
Fairtrade Group (1 position)	Cllr Norman
Leominster Town Football Club (1 position)	Cllr Rumsey
S&A produce Liaison Group (2 positions)	Cllrs A Pendleton and Davies
Janice & Peter McCaull Trust (4 positions appointed to 2019)	Cllrs Norman, Taylor, Rumsey & Thomas. Mr Ken Jones was also an appointed Trustee.
Youth Champions	Cllrs Taylor
Hereford City of Culture Representative (1 position)	Cllr Marsh
Leominster Business Group	Cllr Lacey with Cllr Rumsey as stand-in.

#### **24/17 REVIEW OF LAND AND ASSETS**

Following consideration, Council **RESOLVED** to adopt the revised inventory of the Town Council's land and assets. It was noted that the asset register was currently being revised and would be subject to further change.

#### **25/17 INSURANCE COVER**

It was **RESOLVED** that the annual insurance cover for the Town Council for the next two years provided by Zurich Insurance be confirmed.

#### **26/17 ANNUAL SUBSCRIPTIONS**

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

#### **27/17 COUNCIL COMPLAINTS PROCEDURE**

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

#### **28/17 FREEDOM OF INFORMATION**

Council **RESOLVED** to adopt Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 without amendment.

**29/17 COMMUNICATIONS POLICY**

It was proposed by Cllr Rosser, seconded by Cllr Freedland and **RESOLVED** to adopt the Council's revised Communications Policy.

**30/17 STAFF TRAINING POLICY**

It was proposed by Cllr Rosser, seconded by Cllr Freedland and **RESOLVED** to adopt the Council's Staff Training Policy. It was noted that an induction session for Councillors was currently being developed and it was agreed to invite Mrs Wilcox, HALC, to provide some basic training to the Town Council in Leominster.

**31/17 LONE WORKER POLICY**

It was proposed by Cllr Rosser, seconded by Cllr Freedland and **RESOLVED** to adopt the Council's revised Lone Worker Policy subject to the agreed amendment relating to completion of site visits.

**32/17 MEETING SCHEDULE**

Council **RESOLVED** to adopt the Town Council's meeting schedule for 2017/18 with minor amendments.

**33/17 FINANCES**

**Accounts Outstanding** – Following consideration, it was **RESOLVED** to pay all outstanding accounts for April 2017 amounting to £89,339.83 and May 2017 to date amounting to £55,716.98 including VAT.

**34/17 20mph ZONE**

Council considered the request to support a 20mph zone by the school to help address issues around speeding vehicles, inappropriate parking and child safety.

Following discussion Council **RESOLVED** to support the proposal to create a 20mph zone by the Primary School which would be submitted to Herefordshire Council for consideration. Support would also be requested from the school and the Community Hospital.

**35/17 REPORTS**

The following reports were **RECEIVED**:

Cllr Stone presented the following report:

- A warm welcome was extended to the two new Town Councillors;
- Thanks were extended to Cllr A Pendleton for her Mayoral Year;
- Best wishes to the new Mayor and Deputy Mayor were extended;
- Full support was given for the proposed 20mph zone at the school;
- 108 Neighbourhood Plans have now been adopted in the County;
- No further reductions of bus services are planned at present;
- The upgrading of street lighting to LEDs is now complete;
- Action is being taken to address the issue of potholes with some additional government funding being secured.

Cllr Norman presented the following report:

- Concerns continue to be raised regarding the highway infrastructure and the issue of potholes;
- The issue of flytipping at Barons Cross continues;
- There is also an issue of speeding at barons Cross and alternative ways to reduce speeding vehicles is being investigated;
- Work continues on revising Herefordshire Council's constitution and comments have been submitted to the City of Culture bid from the Market Towns Forum;
- A request to Councillors to consider volunteering to become a Primary School Governor was made. Anyone interested should contact Cllr Norman or the school directly;
- Best wishes to the new Mayor and Deputy Mayor were extended.

It was **AGREED** that a report be produced regarding options to help reduce speeding vehicles and submitted to the Planning & Highways Committee for consideration.

Cllr Bartlett presented the following report:

- A briefing of possible rural development sites had been given as part of the neighbourhood Development Plans being progressed. A Rural Sites policy would be developed;
- The Overview & Scrutiny Committee had recently assessed the School Key performance Indicators and schools within the County were doing well;
- A cyber security briefing was held;
- Balfour Beatty gave a Members briefing on the 2017/18 Maintenance Plan.

Cllr Marsh presented the following report:

- An intensive induction programme had been provided and she would be attending her first Full Council meeting in May 2017.

Updates were received from the following representatives:

- Cllr Davies, Hester Clarke Almshouses – All units had now been filled;
- Cllr Thomas – The Community Centre had endured a financial loss due to issues refurbishing the toilets. The Railway Station café was now open and the Mayor would be officially opening it;
- Cllr Lacey, Leominster in Bloom – The plans for the 2017 entry were progressing well and the Committee was positive;

Cllr A Pendleton, outgoing Mayor, presented the following report:

- A full report of engagements attended was received by Council;
- She had taken part in the Police Ride Along scheme and presented a report to Members for information;
- It was suggested that a reception be hosted by Council in 2018 when the May Fair opened.

### **36/17 CONFIDENTIAL ITEMS**

As certain items were expected to include the consideration of exempt information it was **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) **Additional Planning Item** – Council noted the draft proposals for additional development in Leominster and agreed that a pre-application meeting should be set up with Ward Councillors and the Town Council to discuss the draft proposals and find out further information.

### **37/17 SYDONIA TENDERS**

Council considered the appointment of a suitable contractor to undertake works at Sydonia Play Area. Eight tenders had been received and all had been assessed by the Task & Finish Group appointed.

Following discussion it was **RESOLVED**:

- That the presentation from the Task & Finish Group be noted;
- That HAGS/SMP be appointed as the preferred contractor to develop the Sydonia Play Area.

### **38/17 REVISED FUNDING AGREEMENT**

Council considered the report presented regarding the revised funding agreement with the Leominster Area Regeneration Company. Following consideration it was **RESOLVED**:

- That the report be noted;
- That the current agreement be amended to formally allow the £7,000 Leominster Town Council grant to meet LARC core funding.

### **39/17 PROPERTY & ASSETS REPORT UPDATE**

Council considered the property and assets update report presented and, following consideration, it was **RESOLVED** that the report be noted.

### **40/17 PERSONNEL REPORT UPDATE**

Council considered the Personnel Update report presented and, following consideration, it was **RESOLVED** that the report be noted and actions taken ratified.

There being no other business, the Mayor thanked Members for their attendance and closed the meeting at 21:50 hours.

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**MAYOR**

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**DATE:**