

LEOMINSTER TOWN COUNCIL

Minutes of the Leominster Town Council Meeting held on Monday 26th September 2016 commencing at 19:00 hours in the Council Chamber, 17 West Street, Leominster HR6 8EP.

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

OFFICER PRESENT: Town Clerk.

ALSO PRESENT: Ward Cllrs McCaull and Stone and three members of the public.

53/16 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Evans (illness), Freedland, (illness), Rumsey (holiday) and Thomas (holiday).

54/16 DECLARATIONS OF INTEREST

The following Declaration of Interest was made:

- Cllr Lacey: Allotment plot holder.

55/16 REQUESTS FOR DISPENSATIONS

No requests for dispensation had been received.

56/16 QUESTIONS FROM THE PUBLIC

There were no questions submitted from members of the public.

57/16 MINUTES OF THE PREVIOUS MEETINGS

Council **RESOLVED** that the minutes of the Leominster Town Council meetings held on 25th July 2016 be agreed and signed as a correct record.

58/16 CLERK'S REPORT

The following Clerk's Report was **NOTED**:

- (a) City of Culture Bid** – Council noted that dates had been submitted to the Herefordshire City of Culture Board to give a presentation to the Council in either January or February 2017.
- (b) Posting of Agendas** – Council agreed to continue with electronic agenda distribution to all Members, with the proviso that Members could request the Office to post their agendas if required.
- (c) Police & Crime Commissioner Presentation** – It was confirmed that Mr Dan Guerche would attend the next Full Council meeting to be held on Monday 28th November 2016 to give a short presentation to introduce himself and outline the role of the Police and Crime Commissioner.
- (d) Remembrance Parade Meeting** – Cllrs Davies and R Pendleton would attend the meeting to be held at the Leominster Sports and Social Club on

South Street (the old British Legion) on Wednesday October 12th at 7:30pm to represent Council.

- (e) **Taster Session** – Council noted that the Archaeological 'Taster' session held on Saturday 24th September 2016 had been a considerable success.
- (f) **Flanders Field Poppy** – It was agreed to supporting this initiative and give £15 donation.
- (g) **Leominster in Bloom** – Council noted the judges' comments following this year's presentations. The comments would be considered more fully at the next Environment and Services Committee meeting.

59/16 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 8th August, 5th & 19th September 2016, and authorise the decisions and recommendations contained therein.
- (b) **Environment & Services Committee**– It was **RESOLVED** to approve the minutes of the Environment & Services Committee meeting held on 12th September 2016, and authorise the decisions and recommendations contained therein.

Council expressed its thanks to the Office Manager for covering for the Clerk and her professionalism servicing the Committee.

Minute ES19/16: Council formally ratified the resolution regarding the increased road closure costs.

60/16 COMMITTEE DECISIONS REQUIRING RATIFICATION

Council discussed the following Committee decisions and recommendations that required specific Council approval and ratification:

- (a) **Etnam Street Car Park (PH56/16b)** – Council discussed reviewing the designation of this car park from short term to long term the possibility of requesting that this car park be asset transferred from Herefordshire Council to the Town Council.

It was **RESOLVED**:

- That the matter be deferred at present until Herefordshire Council publicises the next stage parking charge increases;
 - That the transfer of the asset, whether all or part of the Etnam Street car park, continue to be pursued.
- (b) **Traveller Policy (ES23/16a)** – Council considered the adoption of the draft Traveller Policy as amended by the Environment & Services Committee.

Following discussion it was proposed by Cllr Norman, seconded by Cllr Marsh and **RESOLVED**:

- To formally adopt the policy;
- That further restrictions to the use of the Council's open spaces be included in the byelaws currently being developed.

Four members abstained.

(c) **Leominster Area Neighbourhood Plan** – Due to the response received from Herefordshire Council the proposal to submit the Plan to Herefordshire Council under Regulation 16 was deferred.

(d) **Festive Lights** – The Festive Lights Task & Finish Group recommended that LITE be appointed as the contractor for Leominster's Festive Lighting for 2016, 2017 and 2018. It was proposed by Cllr Lacey, seconded by Cllr Mifflin and **RESOLVED** to accept the proposal from LITE to supply festive lights to Leominster on a three year contract at a cost of £12,000 per annum.

61/16 FINANCES

(a) **Accounts Paid Statement** – Council considered the list of invoices paid during August (£35,544.32) and September 2016 (£23,952.40) and **RESOLVED** that they be formally ratified.

(b) **Grant Application** – Council considered the grant application from the Royal British Legion to help fund the Remembrance Parade. Following discussion it was **RESOLVED** that a grant of up to £400 be awarded to the Leominster Branch of the Royal British Legion subject to the following conditions:

- A copy of the local Branch accounts be made available to the Town Council;
- That confirmation be obtained regarding the cost of the musicians and the need to purchase additional hi-viz jackets and armbands.

(c) **Destination Leominster** – Council noted the update report, the draft branding proposals and the draft questionnaire. It was agreed to commence a full public consultation on the branding proposals which would close on Friday 4th November 2016.

(d) **CAB Herefordshire** – Council considered the report regarding the proposal to support a CAB presence in Leominster up until 31st March 2017.

Following discussion it was proposed by Cllr Norman, seconded by Cllr Lacey and **RESOLVED** to support the provision of an enhanced CAB service to Leominster residents and award a grant of £5,000 subject to the following information being recorded:

- An overview of advice being delivered including the number of calls received from Leominster residents, the number that result in face to face interviews/casework, signposting and debt counselling. It is understood that CAB has a list of advice categories already in place and it has been requested that these categories be used;

- The number of calls relating to benefit advice and the additional value of benefits secured for local residents;
- To record postcode information to better understand the location of those requiring advice;
- The desire to see CAB working with other partners such as Age UK.

The above information would help develop an audit trail of advice provided to enable Council to assess the value for money the service was providing to local people. The first session would take place on Wednesday 12th October.

- (e) **HVOSS Youth Project** – Council considered the proposal to agree payment of £8,620 for the provision of youth services from HVOSS and to formally sign the Service Level Agreement, as amended by the Environment & Services Committee (ES23/16b).

Clarification had been requested regarding a number of issues raised and a response was awaited from HVOSS. Following the receipt of satisfactory answers to the queries raised it was **RESOLVED** that the payment of up to £8,260 be met.

The Environment & Services Committee would reconsider the signing of the Service Level Agreement at its next meeting.

- (f) **Parish Council Budget & Precepting** – Council was provided with a report outlining the proposed development of the 2017 budget. Following consideration it was **RESOLVED** that the Finance & General Purposes Committee appoint a Budget Development Sub-Committee made up of Cllrs Marsh (Chair F&GP), Bartlett (Chair E&S) and R Pendleton (Chair P&H). The first meeting would be held on Friday 7th October 2016 at 10am at the Council Offices.

The Sub-Committee would have the following remit:

- To review budget performance to date;
- To review the current budget structure;
- To develop a draft budget for submission and discussion to F&GP;
- To develop a Committee work plan to ensure delivery of the budget and council services;
- To develop a Corporate Strategy outlining Council's aims and objectives, service and investment priorities, service delivery plan and a project delivery plan;
- To develop a project assessment toolkit for the Town Council which will scrutinise proposed projects, measure them against Council's aims and objectives, ensure the projects meet the laid down criteria and outline a project submission process.

61/16 COUNCILLOR VACANCY

Council **NOTED** that an election to fill the vacancy following the resignation of Mr Gibson had not been called. Council would therefore fill the vacancy by co-option. The following process was approved:

- Advertise vacancy throughout the Parish with immediate effect;
- The closing date for applications would be Friday 11th November 2016;
- Applicant interviews will be held on Monday 21st November 2016 at 7pm;
- Formal co-option would be at Full Council on Monday 28th November 2016.

62/16 EVERY STEP COUNTS

Council **NOTED** that Leominster had been selected to trial a project entitled Every Step Counts which was aimed at getting inactive people more active by presenting a structured 12 week programme of walks lasting between 10 and 30 minutes. Mr Dennis Downey was leading the project and Council extended its congratulations to those involved in securing the project.

63/16 REFUGEES & ASYLUM SEEKERS UPDATE

Council **NOTED** the briefing update received from Herefordshire Council. Leominster had been identified as the second location alongside Hereford to help house refugee and asylum seeker families.

64/16 REPORTS

Reports were received from the following Councillors:

- Cllr Bartlett had attended the LARC meeting. The LARC AGM would be held on 20th October 2016.

The following report was received from Cllr Stone:

- Fly Tipping – This was a growing problem and a number of incidents have been dealt with. People were encouraged to report fly tipping to Environmental Health on 01432 261761;
- GCSE Results – Congratulations to students, staff and families were offered;
- The Government's review of school funding had been postponed for a year;
- Bridge Street Leisure Centre – a grant of £250,000 had been secured to renew the artificial pitch;
- Congratulations were offered to Sascha Kindred for winning a second gold medal at the Rio Paralympics;
- Cllr Stone had attended the Peace Day Service in Hereford Cathedral representing SACRE;
- Cllr Stone paid tribute to Andy Gibson, following his resignation, and wished him well for the future;
- Cllr Stone thanked Cllr Rosser for all his efforts in helping to tackle the issue of dog fouling in the town.

The following report was received from Cllr Bartlett:

- She had attended a number of meetings and presentations over the last two months and had been involved with planning issues at Pinsley Road, Silurian Close and Mappenors Lane;
- The Friends of Leominster Library were concerned regarding the future of Leominster Library;

- She had attended a Children's Services update and a NHS Wye Valley Trust meeting regarding the Leominster Community Hospital, which is in a precarious situation;
- She had attended the very moving ELY memorial event;
- She had attended a briefing regarding the Nutrient Management Plan being developed in partnership with Powys. There was a significant issue regarding phosphate run off.

The following report was received from Cllr Norman:

- She had also been involved in the many planning issues over the summer;
- Concern had been expressed regarding the continued loss of green open spaces and it was imperative that the LANP was amended as soon as practicable;
- She had been pursuing the issue of road closure charges which had been levied by Balfour Beatty.

65/16 MAYORAL APPOINTMENTS

The following report was received from Cllr A Pendleton:

- A list of Mayoral engagements attended was provided to all members;
- She had attended the ELY memorial service, which had been very moving;
- She had attended the "Dying to Drive" seminar at Leominster Police station, which had been both moving and heart rending;
- She would be making a donation from the Mayor's Charity fund to the ELY Trust, which provided support for funeral costs;
- Discussions had commenced with BISYOC regarding plans to develop a cultural week in the area next year. The Deputy Mayor, Cllr R Pendleton, would be leading on this;
- Harvest festival would be held at Ivington on 9th October. All Councillors had been invited;
- The Annual Civic Service would be held on 23rd October at the Priory. Invites had been sent out;
- Remembrance Sunday was noted as being on 13th November. On 11th November at 11am there would be a memorial gathering at the War Memorial;
- A Polish Memorial Service would be held on Sunday 27th November at 12 noon in Leominster Cemetery. Councillors were invited to attend;
- The Mayor had completed Dementia support training and had become a Dementia Friendly Champion.

The Deputy Mayor had attended the inauguration of the Shobdon War Memorial.

66/16 DATE OF NEXT MEETING

Council **NOTED** that the next Full Town Council meeting would be held on Monday 28th November 2016.

67/16 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.

68/16 CONFIDENTIAL MINUTES

Council **RESOLVED** to approve the minutes of the Environment & Services Committee meeting held on 12th September 2016, and authorise the decisions and recommendations contained therein.

69/16 PROPERTY REPORT

Council considered the property report and, following discussion, it was **RESOLVED:**

- That the report be noted;
- That authority for overseeing the project management of the refurbishment of 11 Corn Square be formally delegated to the Task & Finish Group appointed. This includes the authority to accept tenders and quotations;
- That quotations accepted to date be ratified;
- That the Design Brief presented to adopted and suitably qualified designers and architects be invited to submit proposals;
- That the rental charges as outlined in the report be formally adopted.

Council considered the request to draw down the remaining portion of the £500,000 loan awarded to the Council by the Public Works Loan Board. Detailed estimates were presented to Council regarding the projected cost of works required.

It was proposed by Cllr Rosser, seconded by Cllr Lacey and **RESOLVED** to draw down the remaining £150,000 from the Public Works Loan Board.

70/16 STAFF REPORT

Council considered the staff report and, following discussion, it was **RESOLVED:**

- That the report be noted;
- That a Finance Assistant position be created and advertised for a minimum of 16 hours per week on a six month fixed contract at £8.54 per hour;
- That the position of Environmental Supervisor be made a full time position as from 3rd October 2016

There being no other business, the Mayor thanked Members for their attendance and closed the meeting at 21:45 hours.

MAYOR:

DATE: