
LEOMINSTER TOWN COUNCIL

Minutes of the Leominster Town Council meeting held on Monday 25th April 2016 commencing at 19:00 hours in the Council Offices, 17 West Street, Leominster HR6 8EP.

MEMBERS PRESENT: Councillors Norman (Mayor), A Pendleton (Deputy Mayor), Bartlett, Davies, Evans, Gibson, Lacey, Marsh, R Pendleton, Rosser, Rumsey, Taylor and Thomas.

OFFICERS PRESENT: Town Clerk.

ALSO PRESENT: Ward Cllr Stone.

ALSO PRESENT: 1 press representative and 5 members of the public.

173/15 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Barton (work), Mifflin (holiday) and Freedland (work).

174/15 DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

17515 REQUESTS FOR DISPENSATIONS

No requests for dispensation had been received.

176/15 QUESTIONS FROM THE PUBLIC

The following matters were raised:

- (a) **The Leominster Hum** – Council was informed that high frequency noise emissions had improved but low frequency noise emissions had become worse. This allegation was supported by three members of the public present. It was agreed that Cllr R Pendleton contact BPI to arrange a further meeting.
- (b) **Public Realm** – Concern was expressed regarding the poor state of the pavements in Leominster and the fact that utility companies were not reinstating to the standard of the original works. It was agreed to bring this matter up as part of the public realm improvement proposals which were currently being discussed by the Town Council with Herefordshire Council and Balfour Beatty Living Places. An explanation as to why reinstatement standards were not enforced would also be sought.
- (c) **BPI Fire** – Council was informed that a fire had broken out at BPI Films on 16th February 2016. The possibility of industrial fires and the Town Council's role would be included in the Emergency Plan document currently being developed.

177/15 MINUTES OF THE PREVIOUS MEETING

Council **RESOLVED** that the minutes of the Leominster Town Council meeting held on the 29th February 2016 be agreed and signed as a correct record.

178/15 CLERK'S REPORT

The following report was **RECEIVED**:

- (a) **May Fair Opening** – Members noted the arrangements for the formal opening of the Annual May Fair at 4pm on Thursday 28th April 2016.
- (b) **Purchase of the Gas Beacon** – Following a proposal from Cllr Norman, seconded by Cllr Davies, Council **RATIFIED** the purchase of a gas beacon following the Queen's 90th birthday celebrations held on 21st April 2016 at a cost of £299 + VAT.
- (c) **Volunteer Policy** – Council considered the draft Volunteer Policy alongside the amended Staff Handbook and agreed to adopt it. In addition it was agreed to develop a Volunteer Contract.
- (d) **Committee Preferences** – Members were requested to complete the Committee Preference form and return to the Clerk prior to the next Council meeting to be held on 16th May 2016.

179/15 COMMITTEE MEETINGS

To approve the minutes of the following meetings held and authorise/ratify any decisions and recommendations reached:

- Planning & Highways Committee – Council **RESOLVED** to approve the minutes of the meetings held on 14th March, 4th & 18th April 2016 and ratify the decisions contained therein;
- Estates, Markets & Environment Committee – Council **RESOLVED** to approve the minutes of the meetings held on 7th March & 11th April 2016 and ratify the decisions contained therein;
 - EME 86(a) – A brief update was provided to Members following the recent meeting held with Herefordshire Council. It was agreed that the Grange and Central car park toilets be asset transferred as the proposed works would not affect the main use of the building. There appeared to be an existing lease on the Westbury Street toilets and this was currently being investigated;
- Finance Committee – Council **RESOLVED** to approve the minutes of the meetings held on 14th March & 18th April 2016 and ratify the decisions contained therein.

180/15 FINANCES

- (a) **Accounts Outstanding** – Council approved the payment of the list of outstanding accounts relating to April 2016 amounting to £53,899.08 including VAT.

- (b) **Annual Governance Statement** – Following consideration Council **RESOLVED** to formally adopt and sign the Annual Governance Statement.
- (c) **Annual End of Year Accounts** – Following consideration Council **RESOLVED** to approve the Council's 2015/16 End of Year accounts.
- (d) **Risk Register** – Following consideration Council **RESOLVED** to formally adoption of the Council's Financial Risk Register subject to minor changes as recommended by the Finance Committee.

181/15 CIVIC AND OUTSIDE BODIES

- (a) **LDCA Community Centre** – Cllr R Pendleton updated Council on the progress regarding the development of a full Business Plan for the Community Centre. A further meeting to consider a draft plan had been arranged.
- (b) **City of Culture** – Cllr Marsh attended the first meeting held and would be involved in the bid which would be submitted in 2017.

182/15 REPORTS

Council **NOTED** the following reports:

Ward Cllr Stone gave the following report:

- A44 Mill Street – Clearway and verge parking restrictions are currently being considered for this area;
- 490 Bus Service – The additional funding from Leominster Town Council and surrounding Parishes was welcomed;
- Cheaton Close – BBLP had now filled a number of potholes in this area following the resurfacing of the car park by Stonewater Housing;
- Neighbourhood Plans – An update was provided on a range of current Neighbourhood Plans being developed and support was given to Leominster to progress its Plan;
- The Queen's 90th Birthday – Beacons were lit on Eaton Hill Leominster and The Highlands Brimfield as well as many others.
- Cllr Stone confirmed attendance at Mayor Making on 14th May 2016 and extended his congratulations to Cllr Norman for all she had done for Leominster during a very busy year. Good wishes were also extended to the Mayor Elect, Cllr Angela Pendleton.

Ward Cllr Bartlett gave the following report:

- Norfolk House – A number of meetings had been attended regarding the future of this facility;
- Community Infrastructure Levy – The Overview and Scrutiny Task & Finish Group would be presenting its report and recommendations on 4th May 2016;
- Market Towns Forum – Peter Clasby had attended the previous meeting to update the Forum on S106 and CiL;
- Local Access Forum – Chaired the Unrecorded Ways Project Parish Workshop which was attended by 50 parishes;

- LARC Grange Court – Attended the monthly Board Meetings and was part of the recruitment process for the new CEO;
- LANP – Attended the Steering Group Meeting following the feedback from Herefordshire Council;
- Leominster Dementia Alliance – Extended support to this Alliance;
- Followed up on various issues including the Hum, parking, Bargates traffic lights and rubbish bins.

183/15 MAYORAL APPOINTMENTS

The Mayor of Leominster, Cllr Norman, provided the following report which was noted:

- Attended meetings with the Chairman of Herefordshire Council and fellow Mayors to discuss events to mark the Queen's 90th birthday;
- The launch of an arts exhibition at Aardvark bookshop in Brampton Bryan
- The opening of the new season at Leominster Museum, attended by Edward Harley, the High Sheriff and entertained by the Leominster's own Ukelele band
- The Easter service at the Priory Church
- Lunch at the Talbot Hotel to celebrate their new chef and impressive menu;
- The installation of the new High Sheriff, Bill Jackson, at the Shire Hall
- An open day at Newton Court, celebrating local food and drink, including their delicious cider, newcomers Swan Brewery and tasty burgers
- The Town Meeting at Grange Court where I presented the annual report on changes and progress during the last year, on behalf of the Town Council
- The 25th anniversary Service of Thanksgiving for the West Midlands Air Ambulance Charity at Hereford Cathedral
- SSAFA AGM in Hereford
- Lighting of the Beacon on Eaton Hill to celebrate the Queen's 90th birthday
- Hereford Mayor's Thanksgiving Service at St Peters, Hereford

The Mayor thanked the Town Council for all its support during her Mayoral year. £948 had been raised for the Mayoral Charity, the Marches Family Network.

It was proposed by Cllr Rosser, seconded by Cllr Thomas and **RESOLVED** to support the A44 Mill Street Clearway and verge parking restrictions recommendations.

184/15 DATE OF NEXT MEETING

Council **NOTED** that the next Full Council meeting would be the Mayor Making ceremony on Saturday 14th May 2016 at 7:00pm in the John Abel Room, Grange Court followed by the Full Council Continuation Meeting which would be held on Monday 16th May 2016 at 7:00pm.

185/15 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.

186/15 STAFF REPORT

Following consideration of the report presented Council **RESOLVED**:

- To note the report;
- To ratify the salary increases as recommended by the Finance Committee for all staff identified;
- That the appointments recommended by the Interviewing Panels be approved;
- That the draft Staff Handbook be formally adopted.

187/15 11 CORN SQUARE

There was nothing further to report. Documentation was still awaited from Herefordshire Council.

188/15 CIVIC AWARDS

Following consideration Council **RESOLVED** to nominate the following people to receive a Civic Award at the Mayor Making ceremony:

- Jean Jones;
- Bob Miles;
- Bob Ellis

There being no other business the Mayor thanked Members for their attendance and closed the meeting at 21:26 hours.

MAYOR:

DATE: