



# LEOMINSTER TOWN COUNCIL

## FULL COUNCIL

Tuesday 12<sup>th</sup> May 2020

To: All Members:  
Councillors Thomas (Mayor), Rumsey (Deputy Mayor), Bartlett, Davies, Herschy, Marsh, Marshall, Murdoch, Norman, Parris, Preece, Rosser, Smith-Winnard, Sutcliffe, Williams and Williamson.

### NOTICE OF MEETING

You are hereby summoned to attend a meeting of the Leominster Town Council to be held on **Monday 18<sup>th</sup> May 2020** commencing at **19:00 hours** remotely via Zoom.  
**Meeting ID:** 886 8706 1969

Press and public are cordially invited to attend. Those wishing to join the meeting should contact the clerk on [townclerk@leominstertowncouncil.gov.uk](mailto:townclerk@leominstertowncouncil.gov.uk) in advance for the meeting password.

Julie Debbage  
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.

**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 MEETING**

To receive and approve as a correct record the minutes of the Leominster Town Council meeting on 27<sup>th</sup> January 2020.



# LEOMINSTER TOWN COUNCIL

## FULL COUNCIL

### 6. CLERK'S REPORT

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

### 7. COMMITTEE MEETINGS

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

- Planning & Highways Committee – 3<sup>rd</sup> February 2020, 2<sup>nd</sup> March 2020 & 4<sup>th</sup> May 2020;
- Communications & Events Committee – 10<sup>th</sup> March 2020;
- Finance & General Purposes Committee – 24<sup>th</sup> February & 27<sup>th</sup> April;
- Environment & Services Committee – 16<sup>th</sup> March 2020:

### 8. FINANCES

- (a) **Accounts Paid Statement** – To receive the accounts paid statement from 21<sup>st</sup> April 2020 to date.
- (b) **Risk Register** – To receive the attached risk register with changes highlighted.

### 9. REPORTS

To receive reports from:

- Herefordshire Council Ward Members.
- COVID-19 Response Summary - to be circulated separately.

### 10. MAYORAL APPOINTMENTS

To receive an update on Mayoral appointments.

### 11. ANNUAL TOWN COUNCIL MEETING

In light of the new regulations, councillors are requested to consider the following options

a) Hold the Annual Council meeting (remotely) on a date agreed before the end of May 2020.

b) Postpone the Annual Meeting of the Council until May 2021.\*

\* All current appointments within the Council (i.e. Office of Mayor, Deputy Mayor, Chair and Vice Chairs of Committees, Committee membership and representation on Outside Bodies to continue in place.

### 12. 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".



## LEOMINSTER TOWN COUNCIL

### FULL COUNCIL

- (a) **Civic Awards** – To commence the consideration of awarding civic awards for 2020.
- (b) **Grant Application** – To consider the attached grant application.

#### 13. **DATE OF NEXT MEETING**

The next Full Council Meeting will be held on Monday 27<sup>th</sup> July 2020 commencing at 19:00pm either remotely via Zoom or at the Council Offices, 11 Corn Square, Leominster HR6 8YP dependent on the lifting of social distancing regulations by central government.



**LEOMINSTER TOWN COUNCIL**

**FULL COUNCIL**

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## LEOMINSTER TOWN COUNCIL

Minutes of the Leominster Town Council Meeting held on Monday 27<sup>th</sup> January 2020 commencing at 19:00 hours in the Council Chamber, 11 Corn Square, Leominster HR6 8YP.

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**MEMBERS PRESENT:** Councillors Thomas (Mayor), Rumsey (Deputy Mayor), Bartlett, Davies, Herschy, Marsh, Marshall, Murdoch, Norman, Parris, Preece, Smith-Winnard, Sutcliffe and Williams.

**OFFICERS PRESENT:** Town Clerk and Town Clerk Designate.

**ALSO PRESENT:** Ward Cllr Stone.

Prior to the commencement of the meeting the Town Council received an update on the temporary closure of the Minor Injuries Unit in Leominster from the CCG. The issue was not funding but the difficulty of recruiting the correctly qualified staff. A number of concerns regarding the temporary closure were raised by the Town Council alongside some potential solutions.

### **85/19 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs Rosser (work) and Williamson.

### **86/19 DECLARATIONS OF INTEREST**

The following Declaration of Interest was made:

- Cllr Norman: Marches Family Network.

### **87/19 REQUESTS FOR DISPENSATIONS**

No requests for dispensation had been received.

### **88/19 QUESTIONS FROM THE PUBLIC**

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

### **89/19 MINUTES OF THE PREVIOUS MEETINGS**

Council **RESOLVED** that the minutes of the Leominster Town Council meetings held on 25<sup>th</sup> November 2019 be agreed and signed as a correct record.

### **90/19 CLERK'S REPORT**

Council noted the following Clerk's Report:

- (a) Town Clerk** – Council noted that this was the last Full Council meeting the current Town Clerk would be attending as he would be semi-retiring at the end of March 2020.
- (b) Bus Service Meeting** – Council noted that a meeting with Herefordshire Council, Yeomans, Lugg Valley Travel and Community Wheels had been arranged on 25<sup>th</sup> February 2020 at 7pm to discuss public transport provision in Leominster. Following that meeting a public meeting would be arranged.

- (c) **Proposed Motion** – Council noted that the proposed Motion regarding a 20mph speed limit in Leominster would be considered at the Full Council meeting on 30<sup>th</sup> March 2020. Councillors indicated support in principle for the proposal, which would be discussed in full on the 30<sup>th</sup>.

#### **91/19 COMMITTEE MEETINGS**

Council approved the minutes of the following meetings held and ratified the decisions and recommendations made:

- Cllr Preece presented the minutes. It was **RESOLVED** to approve the minutes of the Planning & Highways Committee held on 16<sup>th</sup> December 2019 and 13<sup>th</sup> January 2020 and to authorise the decisions and recommendations contained therein;
- Cllr Rumsey, Chair of the Communications & Events Committee, presented the minutes. It was **RESOLVED** to approve the minutes of the Communications & Events Committee held on 14<sup>th</sup> January 2020 and to authorise the decisions and recommendations contained therein;
- Cllr Murdoch, Chair of the Finance & General Purposes Committee, presented the minutes. It was **RESOLVED** to approve the minutes of the Finance & General Purposes Committee held on 16<sup>th</sup> December 2019 and to authorise the decisions and recommendations contained therein;
- Cllr Herschy, Chair of the Environment & Services Committee, presented the minutes. It was **RESOLVED** to approve the minutes of the Environment & Services Committee held 20<sup>th</sup> January 2020 and to authorise the decisions and recommendations contained therein.

#### **92/19 FINANCES & POLICY**

- (a) **Month 9 Statement of Accounts** – Council noted the budget report for the third quarter (Month 9) and balances held. Following discussion, it was **RESOLVED** to accept the budget report and note the balances of £539,485. This included the £200,000 loan received from the Public Works Loan Board. At year end relevant balances would be set against costs incurred, especially with regard to capital projects.
- (b) **Accounts Paid Statement** – It was **RESOLVED** to ratify the payment of invoices for December 2019, as outlined on the payment statement provided, amounting to £3,517.87, inclusive of VAT, and for January 2020 to date, as outlined on the payment statement provided, amounting to £51,914.00, inclusive of VAT.

#### **93/19 BUDGET 2020/21**

Council reviewed the final budget presented for the 2020/21 financial year that had been developed by the appointed Task & Finish Group. Public consultation had taken place and this had informed the budget process.

Following discussion, it was proposed by Cllr Preece, seconded by Cllr Norman and **RESOLVED** to formally adopt the Budget for 2020/21. Thanks were extended to the Task & Finish Group for all their hard work.

**94/19 PRECEPT 2020/21**

It was proposed by Cllr Williams, seconded by Cllr Preece and **RESOLVED** to request a precept of £557,574 from Herefordshire Council for 2020/21, which would result in a Band D charge of £151.58.

**95/19 REPORTS**

The following reports were received:

- (a) **Community Centre** – Council noted that the Centre would be joining the cardboard recycling scheme operated by Binit Ltd and supported by the Town Council. The Centre was operating successfully and organising more events at the weekend.
- (b) **Leominster in Bloom** – Council noted that the volunteers were busy implementing this year’s theme of knitted sheep. Patterns were available in the Tourist Information Centre.

Council noted the following Ward Councillor reports:

**Ward Report Leominster North & Rural – Cllr John Stone:**

**Minor Injury Units**

I attended a meeting of the Adults and wellbeing Scrutiny Committee on January 13<sup>th</sup> which discussed the temporary closure of the Minor Injury Units at Leominster and Ross-on-Wye community hospitals due to Winter pressures. The Wye Valley Trust reported that patient safety was the key priority and that highly skilled and experienced staff from the 2 hospitals were needed in Hereford County hospital. They pointed out that Hereford are dealing with up to 230 patients a day in A&E and in December, 70 ambulances a day were arriving at the hospital. They claimed only just over one person an hour was being seen at Leominster. It was the third year running of these temporary closures. Several councillors disputed the statistics relating to the community hospitals and I supported the concerns raised by Cllr Jenny Bartlett, vice chair of the committee. These were that there was a lack of consultation, the closure caused local confusion as the rest of the hospital was open as normal, residents valued MIUs on their doorstep and indeed needed them and not everyone had easy access of transport to Hereford. Wye Valley Trust replied that there will not be a similar closure next winter and they were working on alternatives and a long-term solution. They also accepted that the closures caused public concern and they would consult more in the future including Town Councils. We can only hope that these assurances will be followed through. I fully accept that the Trust is under great pressure with the increased demands on A&E during the Winter months but these temporary closures are not the solution.

**Herefordshire Council Budget 2020-2021**

The Council Budget will be set on February 14<sup>th</sup> and is based on the assumption that Council Tax will increase by 4%. This will include a 2% ring-fenced precept for adult social care which is the biggest pressure on the budget. An increase of 1% raises about £800,000 which is a modest amount due to the county’s relatively small population, lack of large businesses and cost of service delivery in a large geographical area. Local parish councils

have kept their precepts at last year's level or made small increases mainly to help finance their local Lengthsman schemes.

### **Phosphates and planning**

Many planning applications are presently on hold due to phosphate pollution in the River Lugg. The area affected extends nearly to Kington to Bromyard and north almost to Orleton. It is causing a serious planning backlog, putting pressure on local building firms and on the county's five year land supply. There is a meeting of the Nutrient Management Board on January 29<sup>th</sup>. Some of the £2.2m expected from the New Homes Bonus may be diverted to develop measures to deal with this phosphates issue. It is not a new problem but there will be serious effects on the local economy if it is not urgently addressed.

### **Bus services**

One trip has been withdrawn in the Lugg Valley 490 service, the 9.35 Leominster to Ludlow commercial journey. The remaining services remain intact including the extra Saturday afternoon journey introduced last September. The 490 is a lifeline for villages like Luston and Orleton so please encourage its use. Meanwhile Brimfield benefits from two bus services a week to Leominster and two to Ludlow.

### **Road safety**

I am supporting the proposal for a 30mph speed limit through Leysters on the A4112 which featured heavily in their neighbourhood plan consultation, the continued deployment of a SID in Brimfield and continue to support local efforts to persuade Highways England to make the Salwey Arms junction safer (which often feels like a losing battle). I was dismayed to see overflowing litter bins along the A49 this weekend and wish Highways England and Balfour Beatty would be more active and less tolerant over fly tipping and litter. Many thanks to volunteers in Leominster and elsewhere who do regular litter picks.

### **Holocaust Memorial Day**

Today is the international day to remember the millions murdered by the Nazis during the Holocaust and in the genocides which followed. The Council is marking the day with an exhibition about the 75<sup>th</sup> anniversary of the liberation of Auschwitz. The exhibition is being held at All Saint's Church in Hereford. There have been moving testimonies on TV from some of the few remaining survivors. Prince Charles and others have reminded us how important it is to remember and not to let the history of these terrible events be brushed under the carpet. Our schools have a part to play too.

### **Cllr Felicity Norman, Ward Member Report – Leominster West** **Events and meetings attended**

#### **December**

- Special Educational Needs conference in Hereford
- Walkers are Welcome AGM in Leominster
- Cabinet meeting in Leominster at the library – very well attended and opportunity for discussion with cabinet members followed

- Launch of Herefordshire Wildlife Trust new electric car at Queenswood
- Small Business Saturday – a busy, well supported day
- Aida's Amble – walk to celebrate the reopening of accessible footpath from White Lion around the town via the Millennium Green, and to remember Aida, who died last year, and who was instrumental in getting the path established some years ago.
- Leominster Victorian Fair – once again very well attended and successful
- Spotlight Review into Peer on Peer abuse at the Shire Hall, Hereford
- Stakeholder (businesses, local organisations etc.) consultation on Herefordshire Corporate Plan, Hereford
- Councillor consultation on Corporate Plan
- Carols by Candlelight at the Priory Church

### **January**

- Wassail event processed from Corn Square with Jenny Pipes Morris to the Community Orchard, Millennium Green, and then to Grange Court. A good crowd for this enjoyable event
- Meeting with Sir David Nicholson, consultant on NHS plans
- Health and Wellbeing Board, workshop to refocus aims
- Children and Young People's Scrutiny committee
- Visit to Northfield (Staffs) Community centre, good practise community hub
- County Tourism Forum at Green Dragon, Hereford
- HealthWatch Mental Health forum for schools
- Visit to the Bromyard Hope Centre, offering support for children and families

### Ward Issues

- No movement on applications at Barons Cross Camp site, West Winds off Cholstrey Road, McDonalds or on the poultry house application at Stagbatch.
- No further information on the phosphate levels in the River Lugg, and the resulting halt to development, although plans are to build reed beds/WET systems at sewage outlets.
- Still no sign blocking HGV access to Ginhall Lane and Green Lane through Pierrepont road.

### **Leominster South Ward report – Cllr Trish Marsh**

- Aida's Amble – There were a number of issues with access to the part of this walk around the White Lion including car parking and planning;
- The Herefordshire Corporate Plan was nearing completion following very useful consultation;
- Tourism Meeting, Green Dragon – this had been very useful with over 100 people attending and 28 speakers.

### **Leominster East Ward report Cllr Jenny Bartlett**

- Queenswood Countryside Park – Launch of Herefordshire Wildlife Trusts new electric car sponsored by Severn Waste Services.

- Leominster Area Polish Society (LAPS) Film 'Last Witness', the story of the last survivor of the Katyn massacre of 22,000 Polish Officers during WW11 and its historical cover up. The film's director Piotr Szkopiak was there and there was a wide ranging and thoughtful discussion with him after the film.
- Leominster Rail Users Group meeting – unfortunately there was no one from Transport for Wales able to attend, so plans for the station are no further forward. Let's hope this year is more successful.
- Cheaton, Cogwell and Ridgemoor Natural Flood Management Community Meeting – more information available about the grants available and opportunities for volunteer involvement.
- Adult & Wellbeing Scrutiny work – Workshop to identify upcoming issues and work. The full committee considered the temporary closure of the Minor Injuries Units at the community hospitals in Ross and here in Leominster. We also took a further look at the emerging budget for the A&WB Directorate. Regular quarterly meeting with Herefordshire Healthwatch where the MIU's came up again.
- All Member Briefings and workshops – Shaping the Future of Green Infrastructure in Herefordshire briefing looking at the innovative ways of using innovative data and mapping open source mapping to better understand green infrastructure resources, especially trees. Looking towards working with volunteers at the local level.
- The Ambition for Herefordshire workshop based around the emerging Council's ambitions and budget priorities for the next four years. Some very good round table discussions and brainstorming contributions from all sides.
- Task and Finish groups – the Waste Contract and Re-thinking Governance T&F groups are both starting this month. I am on both of these.

#### **96/19 MAYORAL APPOINTMENTS**

Council noted the following Mayoral appointments attended by the Mayor.

- Saturday 21st Dec 2019 The Mayor and Mayoress attended a carol service and prize presentation for St John Ambulance Herefordshire at St Martins church, Hereford. We were pleased to see lots of young people from Leominster taking part and winning some prizes. It was very interesting for us as we both have a very long association with St John.
- On Christmas morning we both went to Leominster Community hospital to wish patients and staff a happy Christmas and to present a gift to each patient from the league of friends it was very noticeable how the patients were very well cared for and in one case this was looking after the relatives. I would like to congratulate the staff on behalf of the people of Leominster for the way in which the whole unit was run and the care being given the to the patients beyond the call of duty.
- You may not be aware that the Wye Valley Trust are proposing to close the Minor injury units at Leominster and Ross on Wye permanently;
- The both of us ended up Christmas day by having lunch at the Barons Cross which was very good and no washing up.
- I am making an appeal on behalf of Leominster St John who rent a unit on southern avenue and have to vacate this by the end of February. If you

know of anywhere that they could rent for two or three evenings a week for adults and cadets, please contact the Mayor.

The Town Council formally **RESOLVED** to put on record its thanks to all the Staff and Councillors who had taken part in the “Through the Wardrobe Event” helping to make it so successful.

**DEPUTY MAYORAL APPOINTMENTS:**

**November:**

16<sup>th</sup> – Leominster Choral Society at the Priory

21<sup>st</sup> – Roger Albert Clark Rally start

28<sup>th</sup> – Waverley Hall Funday

30<sup>th</sup> – Christmas Lights Switch On Leominster

**December:**

3<sup>rd</sup> – West Mercia PCC Q&A session

14<sup>th</sup> – Victorian Street Market and “Through the Wardrobe”

14<sup>th</sup> – The Bargoed Welsh Male Voice Choir, Sports Club, Leominster

20<sup>th</sup> – Carols by candlelight at The Priory

**January:**

10<sup>th</sup> – Funeral of Lin Henderson, wife of Mayor of Stourport

14<sup>th</sup> Communications and Events Committee meeting

19<sup>th</sup> – The Blue Light Service of Thanksgiving

27<sup>th</sup> – Mayors and Deputy Mayors meeting, Hereford

**97/19 DATE OF NEXT MEETING**

Council noted that the next Town Council Meeting would be held on Monday 30<sup>th</sup> March 2020 commencing at 19:00pm at the Council Offices, 11 Corn Square, Leominster HR6 8YP.

**Annual Town Meeting** – Following discussion Council **RESOLVED** to hold the 2020 Annual Town Meeting on Tuesday 7<sup>th</sup> April 2020. The meeting will commence at 7.00pm and be held at 11 Corn Square.

**98/19 CONFIDENTIAL ITEMS**

As certain items to be discussed included 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 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 outweighed the public interest in disclosing the information.

- (a) **Grant Funding Ratification** – Council **RESOLVED** to ratify the grant of £500 in support of the Marches Family Network bid to Herefordshire Council’s Disabled Children & Young People Short Breaks Capital Grants Program.
- (b) **Staff Report Update** – Council **RESOLVED** to adopt all the recommendations contained within the report. A confidential appendix is attached to these minutes.

- (c) **General Projects Update** – Council received the Grants Projects update report. The following information was noted:
- Meetings were being held with the National Trust regarding the future development of the Secret Garden, 11 Corn Square;
  - The Open Spaces Grant from Herefordshire Council amounting to £10,000 had been confirmed and would be received by 7<sup>th</sup> February 2020;
  - An update on the No Wrong Door report relating to the Barons Cross initiative was presented;
  - The Team Leominster update was acknowledged alongside the Barons Cross Community Engagement sessions;
  - The LEADER signify project update was presented.
- (d) **High Street Heritage Action Zone Fund Update** – Council noted that a final decision regarding this grant funding would be reached in Spring 2020.
- (e) **Museum Update** – Council considered the report following the meeting held with the Museum on Tuesday 21<sup>st</sup> January 2020. Following discussion, it was **RESOLVED:**
- To continue the current staffing secondment to the Museum for a further twelve month period ending in March 2021, during which time support will be provided to recruit and train a replacement curator;
  - To review the Partnership Aims as part of the continuation of the partnership;
  - To consider all options available to recruit a replacement curator for the museum through further discussion.
- (f) **Civic Awards** – Council agreed to commence the consideration of awarding civic awards at the Mayor Making ceremony scheduled to take place on Saturday 16<sup>th</sup> May 2020. Nominations from Councillors should be submitted to the Town Clerk Designate by Friday 20<sup>th</sup> March 2020 along with a brief outline of why the nominee deserved an award.

There being no other business the Mayor thanked everyone for their attendance and closed the meeting at 20:50pm.

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**MAYOR**

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**DATE:**

# LEOMINSTER TOWN COUNCIL

## PLANNING & HIGHWAYS COMMITTEE

Minutes of the Planning & Highways Committee meeting held on Monday 3<sup>rd</sup> February 2020 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

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

**OFFICER PRESENT:** Town Clerk Designate.

### PH125/19 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Preece (Work).

### PH126/19 DECLARATIONS OF INTEREST

The following Declaration of Interest was made:

- Cllr Rosser: 200181 Staff member at Morrisons

### PH127/19 HEREFORDSHIRE COUNCIL MEMBERS

There were no Herefordshire Council members in attendance.

### PH128/19 REQUESTS FOR DISPENSATIONS

No requests for dispensation had been received.

### PH129/19 QUESTIONS FROM THE PUBLIC

No members of the public were present.

### PH130/19 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Planning & Highways Committee meeting held on 13<sup>th</sup> January be agreed and signed as a correct record.

### PH131/19 PLANNING

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

<b>APPLICATION NO &amp; SITE ADDRESS:</b>	Planning Consultation - 200103 - 31 West Street, Leominster, Herefordshire, HR6 8EP
<b>DESCRIPTION:</b>	Proposed change of use from a shop to an A4 licensed premises (ground floor only - licensed sports bar which would allow patrons the use of sports equipment for example, pool table and dart boards during their time on the premises)
<b>COMMENT:</b>	No objections providing the Welsh Water comments are taken into account.

Prior to the consideration of the next item, the Chair, Cllr. Rosser, stepped down and Vice Chair, Cllr Williams, continued the meeting for this item only.

**APPLICATION NO & SITE ADDRESS:** Planning Consultation - 200181 - Morrisons Supermarket, Leominster, Herefordshire, HR6 8RH  
**DESCRIPTION:** Erection of a customer collections and return pod, including access, landscaping, servicing arrangements and plant.  
**COMMENT:** No objections.

- (b) **Neighbourhood Planning Community Questionnaire** – The Committee noted the questionnaire and **RESOLVED** that Cllrs Bartlett and Thomas would provide a response subject to it conforming of the deadline.

It was also requested that the Clerk should book a slot with Herefordshire Council at the Neighbourhood Development Review Sessions on 26<sup>th</sup> March 2020.

### **PH132/19 DECISIONS**

The following planning decisions received from Herefordshire Council were noted. These were presented at the meeting:

**APPLICATION NO & SITE ADDRESS:** 193818/F - Ashfield Lane Leominster Herefordshire HR6 8RG.  
**DESCRIPTION:** Proposed erection of two detached single storey dwellings with detached car garages and access drives on site of former car garages.

**COMMENT:** Recommend refusal for the following reasons:

- The proposal goes against the aims and objectives of Policy LANP15;
- The proposal will create a traffic hazard and block existing accesses;
- The proposal will result in a loss of car parking;
- The proposal is considered inappropriate infill and overdevelopment of a very small site;
- Access to the proposal is inadequate and inappropriate;
- The design of the proposal is not in keeping with the neighbourhood;
- The Town Council wishes to support all the objections submitted by residents.

**DECISION:** Withdrawn

### **PH133/19 HIGHWAYS AND PARKING MATTERS**

- (a) **Highway and Parking Matters**
- It was reported by councillors that the roundabout at The Hop Pole has been worn and needed to be remarked. It was **RESOLVED** that this should be reported directly to the Locality Steward for immediate attention.
  - It was **RESOLVED** to arrange a meeting between Cllr. Harrington, Cabinet Member for Infrastructure and Transport, and Cllrs Rosser, Thomas and Rumsey regarding the condition of the public realm in the town.

- (b) **Decision Notice for the review of the Transport Strategy for Hereford**
- This was noted.

(c) **Bus Service Reductions**

- It was **RESOLVED** to still hold the meeting regarding this matter despite Cllr. Harrington not being available.

**PH134/19 LICENCING MATTERS**

No licencing applications have been received to consider.

**PH135/19 DATE OF NEXT MEETING**

Committee noted that the next meeting would be held on Monday 2<sup>nd</sup> March 2020 in the Council Offices, 11 Corn Square, Leominster, HR6 8YP commencing at 7:00pm.

There being no other business the meeting closed at 19:29 hours.

**CHAIR:**

**DATE:**

# LEOMINSTER TOWN COUNCIL

## PLANNING & HIGHWAYS COMMITTEE

Minutes of the Planning & Highways Committee meeting held on Monday 2<sup>nd</sup> March 2020 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

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

**OFFICER PRESENT:** Town Clerk Designate.

### PH136/19 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Williams (Vice-Chair),

### PH137/19 DECLARATIONS OF INTEREST

The following Declaration of Interest was made:

- Cllr Preece ref. Planning item 193458

### PH138/19 HEREFORDSHIRE COUNCIL MEMBERS

There were no Herefordshire Council members in attendance.

### PH139/19 REQUESTS FOR DISPENSATIONS

No requests for dispensation had been received.

### PH140/19 QUESTIONS FROM THE PUBLIC

No members of the public were present.

### PH141/19 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Planning & Highways Committee meeting held on 3<sup>rd</sup> February be agreed and signed as a correct record.

### PH142/19 PLANNING

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

<b>APPLICATION NO &amp; SITE ADDRESS:</b>	Planning Consultation - 200380 - Tickbridge Farm, Tickbridge Lane, Hamnish, Leominster HR6 0QL
<b>DESCRIPTION:</b>	Erection of Detached Garage
<b>COMMENT:</b>	No Objections.

<b>APPLICATION NO &amp; SITE ADDRESS:</b>	Planning Consultation - 200439 - Warehouse at Rear of 7 Church Street, Leominster, Herefordshire.
<b>DESCRIPTION:</b>	Conversion of upper floors of warehouse into 2 self-contained flats.

**COMMENT:** No objection subject to the following conditions:

- That adequate provision is included to store waste;
- That a safe exit is provided in case of emergency.

**APPLICATION NO & SITE ADDRESS:** Planning Consultation - 200440 - Warehouse at Rear of 7 Church Street, Leominster, Herefordshire,

**DESCRIPTION:** Conversion of upper floors of warehouse into 2 self-contained flats.

**COMMENT:** No objection subject to the guidance provided by the Conservation Officer is followed.

**APPLICATION NO & SITE ADDRESS:** Planning Consultation - 200244 - Land at Wharton Court, Wharton, Leominster, Herefordshire,

**DESCRIPTION:** Diversion of existing 11KV overhead line and upgrading of existing lines to 3 Phase (3 wires).

**COMMENT:** No Objections.

**APPLICATION NO & SITE ADDRESS:** Planning Consultation - 200257 - Workshop, 16 South Street, Leominster, Herefordshire, HR6 8JB

**DESCRIPTION:** Yew tree, which has excessive growth, blocking light to adjacent buildings, and branches growing over neighbouring boundaries. The tree is in good health, and pruning / pollarding would make it more manageable, and also should not cause risk to this type of tree.

**COMMENT:** No Objections.

**APPLICATION NO & SITE ADDRESS:** Planning Consultation - 194439 - 13 Caswell Crescent, Leominster, HR6 8BE

**DESCRIPTION:** Two storey side extension to existing house. Extra living/dining room on lower floor. Extra bedroom with en-suite on upper floor.

**COMMENT:** No Objections.

**APPLICATION NO & SITE ADDRESS:** Planning Consultation - 200471 - Land adjacent to, 159 Bargates, Leominster, HR6 8QT

**DESCRIPTION:** Lime - decay present at base as indicated by dead bark and mallet

**COMMENT:** sounding. Pollarded at 5m.  
Repollard  
No Objections.

Councillor Preece left the meeting at 19.24pm.

**APPLICATION NO & SITE ADDRESS:** Planning Re-consultation - 193458 - West Winds, Cholstrey Road, Leominster, Herefordshire, HR6 8RT  
**DESCRIPTION:** Proposed erection of 58 dwellings with associated car parking and landscaping.  
**COMMENT:** No Objections.

Councillor Preece re-entered the meeting at 19.33pm.

**(b) Neighbourhood Planning Community Questionnaire**

The Committee noted that the questionnaire had been completed by the Town Clerk Designate with all of the input from Cllrs Bartlett and Thomas. This was scanned and returned via email to Reading University who confirmed that the questionnaire would still be taken into account.

**PH143/19 DECISIONS**

The following planning decisions received from Herefordshire Council were noted. These were presented at the meeting:

**NUMBER:** - P193393/F  
**TYPE:** - Planning Permission  
**LOCATION:** - Garden area at the rear of 27 Bridge Street Leominster Herefordshire HR6 8DU  
**PROPOSAL:** - Proposed change of use from residential (C3) to A1  
**COMMENT:** - No objection.  
**DECISION:** - Approved with Conditions

**PH144/19 HIGHWAYS AND PARKING MATTERS**

**(b) Highway and Parking Matters**

- It was **RESOLVED** to invite Cllr. Harrington, Cabinet Member for Infrastructure and Transport, to the next Planning and Highways committee meeting on 23<sup>rd</sup> March meeting to discuss Leominster public realm.
- It was noted that the soil stack pipe on South Street near the Talbot Hotel has been reported to Environmental Health.
- Complaints were raised about racing/speeding at night, by drivers in noisy cars, around Leominster. The Town Clerk Designate will raise this issue at the next Team Leominster meeting.
- A letter has been received by the Town Clerk Designate regarding damage caused to windows in the early hours of the morning on Black Swan Walk. There have also been regular disturbances throughout

the night by people using loud abusive language and violent behaviour, which is affecting a business in the area. This will also be raised at Team Leominster with the Police. The Finance & General Purposes Committee have agreed in principal to investigate the addition of a CCTV camera in Central Car Park linked to the Herefordshire Council system.

- The issue of HGV's turning into Pierrepont Road and then into Green Lane have been raised to Balfour Beatty by residents and councillors. Following a visit by a Traffic Engineer, it was suggested that a traffic survey be carried out to investigate the issue. It was **RESOLVED** to investigate whether there was any s106 funding to carry this out along with the possible improvement of the junction/traffic calming island at the top of Green Lane.

**(c) Bus Service Reductions**

- A meeting was held on 25<sup>th</sup> February 2020 with Herefordshire Council, Community Wheels and Bus Service Providers to address the recent cut in services. These cuts were explained as a result of the lack of users of those particular services. Options discussed included investigating funding available to support the services and the possible promotion of the local bus service. It was **RESOLVED** to promote the use of the local buses in a variety of ways. Other issues discussed were the inaccurate timetables and buses missing stops.  
**UPDATE** Since the meeting, the timetables have been corrected and an inspector has been seen on the Leominster bus routes.

**PH145/19 LICENCING MATTERS**

No licencing applications have been received to consider.

**PH146/19 DATE OF NEXT MEETING**

Committee noted that the next meeting would be held on Monday 23<sup>rd</sup> March 2020 in the Council Offices, 11 Corn Square, Leominster, HR6 8YP commencing at 7:00pm.

There being no other business the meeting closed at 20:04 hours.

**CHAIR:**

**DATE:**

# LEOMINSTER TOWN COUNCIL

## PLANNING & HIGHWAYS COMMITTEE

Minutes of the Planning & Highways Committee meeting held on Monday 4th May 2020 commencing at 19:00 hours remotely via Zoom.

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**MEMBERS PRESENT:** Councillors Rosser (Chair), Williams (Vice-Chair), Herschy, Parris, Preece, Rumsey (19.08) and Thomas.

**ALSO PRESENT:** Ward Cllrs Bartlett and Norman

**OFFICER PRESENT:** Town Clerk.

**PH01/20 APOLOGIES FOR ABSENCE**

No apologies were received

**PH02/20 DECLARATIONS OF INTEREST**

The following Declarations of Interest were made:

- Cllr Preece ref. Planning item 193458
- Cllr. Rumsey ref. Planning item 200480

**PH03/20 HEREFORDSHIRE COUNCIL MEMBERS**

Herefordshire Council members were in attendance in an advisory role and were not involved in any decision making.

**PH04/20 REQUESTS FOR DISPENSATIONS**

No requests for dispensation had been received.

**PH05/20 QUESTIONS FROM THE PUBLIC**

Cllr. Norman informed the Committee that she welcomed the Barons Cross Crossing proposal but stated that clear signage must be part of the scheme, especially on the approach to the junction before the crossing, as traffic tends to approach the junction at high speed. Cllr. Norman also raised concerns that the sewer proposal from the West Winds development may put increased pressure on the sewers within the town but supported the possibility, should the Committee agree, that the wildflower meadow at Ginhall Green be increased in size following the works as it would be a good opportunity to carry this out. She also raised the issue of increased fly tipping at Barons Cross Camp, as the gates and the concrete blocks had been removed. At present the recycling centres in the county are closed, due to COVID-19 social distancing restrictions, which isn't helping the situation.

Cllr. Bartlett welcomed the possibility of extending the wildflower meadow at Ginhall Green. She also expressed concerns regarding the knock-on effect of adding an additional sewer to the system in Leominster and stated the importance of clear signage for the proposed Barons Cross Crossing scheme.

Cllrs. Bartlett and Norman then left the meeting.

**PH06/20 MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the Planning & Highways Committee meeting held on 2<sup>rd</sup> March 2020 be agreed and will be signed as a correct record when social distancing restrictions are lifted.

**PH07/20 PLANNING**

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

**APPLICATION NO & SITE ADDRESS:** Planning Consultation - 200882 - Cae Onnen, Ashfield Lane, Leominster, Herefordshire, HR6 8RG

**DESCRIPTION:** Proposed garage and store to replace existing garage.

**COMMENT:** No Objection

**APPLICATION NO & SITE ADDRESS:** Planning Re-consultation - 200480 - 4 Sunningdale, Bridge Street, Leominster, Herefordshire, HR6 8EH

**DESCRIPTION:** Proposed two storey (East) side extension and two storey rear extension

**COMMENT:** Objection due to size of development and the Leominster Area Neighbourhood Plan Objective 3. Viii: Discourage infilling of green spaces such as gardens.

**APPLICATION NO & SITE ADDRESS:** Planning Consultation - 201191 - Broadward Lodge, Broadward, Leominster, Herefordshire HR6 8QG

**DESCRIPTION:** Proposed replacement of windows and door together with replacement of defective conservatory roof.

**COMMENT:** No Objection

**APPLICATION NO & SITE ADDRESS:** Planning Consultation - 200874 - The Gables, 110A Bridge Street, Leominster, HR6 8DZ

**DESCRIPTION:** Proposed free standing single storey studio in rear garden, replacing existing workshop/garage.

**COMMENT:** Objection due to size of the replacement building and the Leominster Area Neighbourhood Plan Objective 3.

viii: Discourage infilling of green spaces such as gardens.

**PH08/20 DECISIONS**

The following planning decisions received from Herefordshire Council were noted. These were presented at the meeting:

**Leominster North & Rural**

**193808** Planning Permission

31/10/2019 Land at Portley House, North Road, Leominster, Herefordshire  
Proposed demolition of existing warehouse and provision of compound for self-storage units.

**Decision Date:** 03/03/2020

**Comment:** No objection

**Decision:** Approved with Conditions

**Leominster East**

**193025** Planning Permission

22/08/2019 Priory Croft, School Road, Leominster, Herefordshire, HR6 8NJ  
Proposed change of use from dwelling to residential, institutional; bedroom accommodation.

**Decision Date:** 13/03/2020

**Comment:** No Comment

**Decision:** Approved with Conditions

**Leominster East**

**193213** Planning Permission

11/10/2019 13 Broad Street, Leominster, Herefordshire, HR6 8BZ  
Proposed conversion of former bank into solicitors office with;internal works and replacement of flat roof and skylights to the rear;of the building.

**Decision Date:** 20/03/2020

**Comment:** Support the application.

**Decision:** Approved with Conditions

**Leominster East**

**193214** Listed Building Consent

11/10/2019 13 Broad Street, Leominster, Herefordshire, HR6 8BZ  
Proposed conversion of former bank into solicitors office with internal works and replacement of flat roof and skylights to the rear of the building.

**Decision Date:** 20/03/2020

**Comment:** Support the application.

**Decision:** Approved with Conditions

**Leominster East**

**194439** Full Householder

30/01/2020 13 Caswell Crescent, Leominster, Herefordshire, HR6 8BE  
Two storey side extension to existing house. Extra living/dining room on lower floor.  
Extra bedroom with en-suite on upper floor.

**Decision Date:** 24/03/2020  
**Comment:** No Objection  
**Decision:** Approved with Conditions

**Leominster South**

**200314** Certificate of Lawfulness (CLOPD)  
30/01/2020 6 The Old Brickyard, Leominster, Herefordshire, HR6 8RW  
Proposed double garage.  
**Decision Date:** 26/03/2020  
**Comment:** No Comment  
**Decision:** Approved with Conditions

**Leominster South**

**200471** Works to Trees in a Conservation Area  
12/02/2020 Land adjacent to, 159 Bargates, Leominster, HR6 8QT  
Lime - decay present at base as indicated by dead bark and mallet sounding.  
Pollarded at 5m. Repollard  
**Decision Date:** 24/03/2020  
**Comment:** No Comment  
**Decision:** Planning Permission Not Required

**Leominster South**

**200171** Works to trees covered by TPO  
02/03/2020 9a Beech Terrace, Leominster, Herefordshire, HR6 8LE  
Reduce height and width of Copper Beech tree in the driveway to 9a Beech Terrace.  
**Decision Date:** 02/04/2020  
**Comment:** No Objection subject to the Tree Officer approval.  
**Decision:** Trees covered by TPO – Consent Granted

**Leominster East**

**200380** Full Householder  
06/02/2020 Tickbridge Farm, Tickbridge Lane, Hamnish, Leominster, Herefordshire, HR6 0QL  
Erection of Detached Garage  
**Decision Date:** 31/03/2020  
**Comment:** No Objection  
**Decision:** Approved

**Leominster South**

**200181** Planning Permission  
22/01/2020 Morrisons Supermarket, Leominster, Herefordshire, HR6 8RH  
Erection of a customer collections and return pod, including access, landscaping, servicing arrangements and plant.  
**Decision Date:** 14/04/2020  
**Comment:** No Objection  
**Decision:** Approved with Conditions

**Leominster East**

**200742 Works to Trees in a Conservation Area**

03/03/2020 Grange Court, The Grange, Leominster, Herefordshire, HR6 8NL

Proposed works to Laburnum (T1) Cut back branches over water fountain.; Laburnum (T2) Remove - too many trees close together. Prunus (T3); Light pruning to shape tree in its space. Tulip Tree (T4) Remove; sucker. Thuja (T5) This tree has fallen over onto Blue Spruce (T6) and needs to be cutback to provide space for Blue Spruce

**Decision Date:** 17/04/2020

**Comment:** No Objection

**Decision:** Trees in Cons Area Works Can Proceed

**PH09/20 CONFIDENTIAL ITEMS**

- The request to consider a disabled parking bay in a residents parking zone was withdrawn by the resident prior to the meeting.

**PH10/20 HIGHWAYS AND PARKING MATTERS**

**(d) Highway and Parking Matters**

- Councillor Thomas reported that there was an issue outside the Barons Cross Public House, where the road is higher than the footway. It was **RESOLVED** to ask Balfour Beatty to investigate the possibility of installing a protective barrier to be funded by s106 monies.

**(e) Barons Cross Pedestrian Crossing**

- Councillors supported the plans for the new crossing at Barons Cross. Concerns were raised that the signage should extend to Barons Cross Road on the Leominster side of the junction.

**(f) Planned Sewer Access to Godiva Road**

- Councillors considered the plan and it was proposed by Cllr. Williams and seconded by Cllr. Rumsey and **RESOLVED** to allow the developer to install the sewer across Ginhall Green and use the opportunity to enlarge the wildflower meadow. It is believed that Welsh Water have not objected to the proposal.

**PH11/20 LICENCING MATTERS**

No licencing applications have been received to consider.

**PH12/20 DATE OF NEXT MEETING**

Committee noted that the next meeting would be held on Monday 1<sup>st</sup> June 2020 commencing at 7:00pm either remotely via Zoom or in the Council Offices, 11 Corn Square, Leominster, HR6 8YP.

There being no other business the meeting closed at 19.53 hours.

**CHAIR:**

**DATE:**

# LEOMINSTER TOWN COUNCIL

## COMMUNICATIONS & EVENTS COMMITTEE

Minutes of the Communications & Events Committee meeting held on Tuesday 10<sup>th</sup> March 2020 commencing at 11:30am in the Council Chamber, 11 Corn Square, Leominster HR6 8YP.

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**MEMBERS PRESENT:** Councillors Rumsey (Chair), Murdoch (Vice-Chair), and Thomas.

**OFFICERS PRESENT:** Town Clerk Designate, Market Officer, TIC Manager.

**CE53/19 APOLOGIES FOR ABSENCE**  
Cllr. Smith-Winnard, Cllr. Sutcliffe.

**CE54/19 DECLARATIONS OF INTEREST**  
There were no declarations of Interest made.

**CE55/19 REQUESTS FOR DISPENSATIONS**  
No requests for dispensations had been received.

**CE56/19 QUESTIONS FROM THE PUBLIC**  
There were no members of the public present. No issues were raised.

**CE57/19 MINUTES OF PREVIOUS MEETING**  
It was **RESOLVED** that the minutes of the Communications and Events Committee meeting held on 14<sup>th</sup> January 2020 be agreed and signed as a correct record.

**CE58/19 CLERK'S REPORT**  
The Town Clerk Designate presented a verbal report. Following discussion, it was **RESOLVED**

- To note the report;
- To promote the new television series called History Hunters, featuring a military memorabilia specialist shop in Leominster. It will be aired on 17<sup>th</sup> March at 8pm on the Yesterday channel;
- That the Town Clerk Designate should investigate an alternative to VE day banners for the lighting columns. There is a commemorative bench available from David Ogilvie;
- To investigate a new website ahead of the new accessibility regulations that come into force in September 2020;

**CE59/19 MARKET OFFICER'S REPORT**  
The Market Officer presented a report updating Committee on the Leominster markets. Following discussion, it was **RESOLVED**

- To note the report;

- To acknowledge again that the stormy weather had caused a major issue for traders but the traders were grateful that the market had not been cancelled as with other market venues. Permission is always granted for the traders to leave the site if conditions become a concern but the traders are well seasoned and come well prepared;
- To acknowledge that the condition of Corn Square continues to be a concern for traders and customers;
- To note the following market venue changes;  
**Friday 10<sup>th</sup> April** for a Good Friday Presentation by Churches Together – Relocated to Etnam Street Car Park  
**Friday May 1<sup>st</sup>** for the May Fair – relocated to Etnam Street Car Park
- To note that other markets include VE Day Bank Holiday Friday 8<sup>th</sup> May and LTC Festival Market Saturday 6<sup>th</sup> June;
- To note that the Market Officer was to meet with David Griffiths, Farmer's Market organiser on Saturday 14<sup>th</sup> March.
- To note that the Market Officer has been asked by a number of traders if there are plans to close the market due to the COVID 19 Virus. The Market Officer replied that any orders from the Chief Medical Officer and HM Government/NHS will be relayed immediately and likewise, any order that originates from Leominster Town Council or Herefordshire Council. The National Association of British Market Authorities are acting as an information point and the Market Officer, via the Community Centre, has access to up to date information released by NHS and HM Government including appropriate information posters and handouts.

**CE60/19 TOURIST INFORMATION CENTRE**

The Centre report was presented by the TIC Manager, Mrs Ding. Following discussion, it was **RESOLVED:**

- To note the report;
- To note that a branded advert has been published in Welcome to Herefordshire, The Coach Drivers Manual and Eat, Sleep, Live;
- To note that an events list had been circulated;
- To note that an App for the Black and White Village Trail was being investigated;
- To note that a promotional video of The Servants Quarters has been made by Jaimie and distributed on social media;

**CE61/19 COMMUNICATIONS & EVENTS UPDATE**

Committee received an update from Rob Parker regarding the preparations for Party in the Park on 8<sup>th</sup> August. The event was held successfully last year and a number of changes and improvements were outlined by Rob including increased toilet facilities, increased security and testing for compliance every 30 minutes.

The Mayor updated the committee on s106 and flooding signage issues discussed at the Market Towns Forum meeting on 6<sup>th</sup> March.

Committee considered the update report and, following discussion,

**RESOLVED:**

- To note the report;
- To agree additional work by Millennium Quest to remove old lighting from the trees in West Street, Corn Square and Broad Street and carry out checks to the infrastructure at a cost of £1020.00+VAT;
- To thank Grants and Projects Officer, Liz Womack, for her work on the LEADER signage project and the update provided for the meeting.
- To set a budget of £300 for the Teddy Bears Picnic inclusive event to be organised in the Secret Garden in the Summer.

**CE 62/19 DATE OF NEXT MEETING**

Committee noted that the next meeting of the Committee would be held on Tuesday 12<sup>th</sup> May 2020 at 11:30am 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 13:01pm.

\_\_\_\_\_  
**CHAIR:**

\_\_\_\_\_  
**DATE:**

# LEOMINSTER TOWN COUNCIL

## FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the Finance & General Purposes Committee meeting held on Monday 24<sup>th</sup> February 2020 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

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

**OFFICERS PRESENT:** Town Clerk and Town Clerk Designate.

**FG39/19 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs Marshall and Rumsey.

**FG40/19 DECLARATIONS OF INTEREST**

The following declarations of interest were made:

- Cllr Bartlett: Member of the Timebank
- Cllr Norman: Member of the Timebank
- Cllr Norman: Trustee of Leominster in Bloom.

**FG41/19 REQUESTS FOR DISPENSATIONS**

There had been no requests for dispensations received.

**FG42/19 QUESTIONS FROM THE PUBLIC**

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

**FG4319 MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the Finance & General Purposes Committee meeting held on 16<sup>th</sup> December 2019 be agreed and signed as a correct record.

Committee noted that discussions were on-going with regard to Wi-Fi in the flat and Corn Square. Final options would be placed before Committee for consideration.

**FG44/19 CLERK'S REPORT**

Committee noted the following items:

- (a) **Complaints, Grange Open Space** – Committee noted that two complainants had indicated that they did not agree with the response to the complaint made in October 2019 and had requested that the matter be referred back to the Committee. Both complainants had been requested to identify the areas of the response they did not agree with prior to the Panel appointed being convened.
- (b) **Flooding Issues** – The Committee wished to record its thanks to the Council's Caretaker for all the work he had undertaken during the recent flooding.

- (c) **Museum Grant** – Committee noted that the Leominster Museum had underspent its grant awarded in 2019 by £407.22. This was due to the contractor waiving his costs. Following consideration, Committee **RESOLVED** to grant Leominster Museum permission to use the unspent grant funding to help towards the purchase of the Ivington Hoard.
- (d) **Payroll** – Committee noted that it was likely that the payroll contractor would discontinue its service in 2020. It was noted that investigations were on-going into a suitable alternative, including the option to purchase software and undertake payroll in-house.
- (e) **Reduction in the Ambulance Service** – Committee noted the response received from the West Midlands Ambulance Service regarding cost savings and the reallocation of its resources.

**FG45/19 FINANCIAL AND COMMITTEE MATTERS**

- (a) **Financial Report** – Committee considered the Financial Report and Balance Sheet up to the end of January 2020 (Month 10). Following discussion, it was agreed that the report be ratified.
- (b) **Outstanding Accounts for Payment** – Following consideration of the accounts for payment, Committee **RESOLVED** to ratify the payments relating to the months of January 2020 amounting to £6,674.09, inclusive of VAT, and February 2020 to date amounting to £43,282.57, inclusive of VAT.
- (c) **Risk Register** – Following consideration of the Council's Risk Register, Committee **RESOLVED** to recommending adoption by Full Council subject to the following amendments:
- RR3 – Under controls and actions to add information regarding the Town Council's communications to inform residents;
  - RR10 – To note that this had been updated.
- (d) **Committee Report** – Committee considered the Committee Update Report and, following discussion, **RESOLVED**:
- To note the report;
  - To recommend that Council renews its subscription to HALC and NALC at a cost of £2,413.99 + VAT for 2020/21 subject to the requested ethical standard for Financial Regulations being addressed and the reason why the recruitment of the post of Town Clerk had not been actioned;
  - To monitor the value for money provided by the HALC/NALC subscription and review it in February 2021;
  - To seek clarification on storage restrictions in the proposed Depot prior to signing the lease. It was noted that although the building had suffered an ingress of water during the flooding it had not been serious;
  - To ratify the removal of the lights in the trees in West Street;

- To support the provision of an additional CCTV camera in the Central car park following a request from Team Leominster;
- To ratify the Legionella training at a cost of £450 + VAT and to establish whether any other organisation wished to take advantage of the training;
- To provide a rent reduction to allotment holders that had been affected by the flooding over the past year as part of their 2020/21 allotment rent;
- To ratify the sponsorship of £500 to Leominster in Bloom for planting of the bee hive planter in Corn Square;
- To carry out the services to the two mowers by TH White Group at a cost of £825.66 for the Ransomes HR300 and £799.25 for the Ferris Zero Turn mower;
- To note the update regarding initial discussions with the National Trust regarding the Secret Garden.

**FG46/19 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) **Grants** – Following consideration of the grant report presented, Committee **RESOLVED**:
- To note and confirm the formal grant application from the LDCA for 2020/21. It was agreed to thank the Community Centre Manager for a very comprehensive application and update;
  - To award a grant of £907 to ECHO to fund the Timebank project subject to the application being amended, fully completed and signed. The award would be subject to the receipt of this information and ratification by Full Council
- (b) **Youth Report** – – Following consideration of the Youth Report presented, Committee **RESOLVED**:
- To allocate £995.67 from the 2019/20 Youth budget to support Dynamis Adventures to run weekly activities at Barons Cross from Easter to August 2020;
  - To allocate £750 from the 2019/20 Youth budget to fund three Wildplay Sessions on the Grange. These will be provided by Herefordshire Wildlife Trust;
  - To allocate £1,000 from the 2019/20 Youth budget to support the Kids Kitchen Collective CIC to run six family cooking sessions at Leominster Children’s Centre;

- To review the allocation of the remaining £6,041.33 from the 2019/20 Youth budget at the Full Council meeting to be held on 30<sup>th</sup> March 2020.

- (c) **Banking Report** – Following consideration of the banking report presented, Committee **RESOLVED** to delegate the consideration of the Town Council’s banking arrangements to the Budget Task & Finish Group to review all the options and make a recommendation to Full Council in due course. Cllrs Bartlett, Davies and Murdoch had been appointed to the Task & Finish Group.
- (d) **CAB Report** – Following consideration of the CAB report presented, Committee **RESOLVED** to note the report subject to clarification as to whether the income gain achieved was on-going or one off payments.
- (e) **Mayor Making 2020** – Committee noted the update on the preparations for Mayor Making and its associated costs. It was agreed to continue to negotiate with the appointed caterer on requirements.
- (f) **Staff Report** – Following consideration of the Staffing Report presented, Committee **RESOLVED** to agree a date for the Personnel Sub-Committee to meet to discuss appraisals, job descriptions and Ellis Whittam, HR consultant to Leominster Town Council.

Committee further **RESOLVED** to increase the Financial Assistant’s hours from 12 to 18 per week commencing from 1<sup>st</sup> March 2020.

- (g) **Hep B vaccinations for staff** – Following consideration this matter Committee **RESOLVED** to investigate accessibility to vaccinations further and would seek advice from Herefordshire Council and Balfour Beatty.

**FG47/19 DATE OF NEXT MEETING**

Committee noted that the next meeting of the Finance & General Purposes Committee would be held on Monday 27<sup>th</sup> April 2020 at 19:00 at the Council Offices, 11 Corn Square, Leominster HR6 8YP.

There being no other business the meeting closed at 21:12pm.

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**CHAIR:**

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**DATE:**

# LEOMINSTER TOWN COUNCIL

## FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the Finance & General Purposes Committee meeting held on Monday 27th April 2020 commencing at 19:00 hours remotely via 'Zoom'.

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**MEMBERS PRESENT:** Councillors Murdoch (Chair), Marshall (Vice-Chair), Bartlett, Davies, Marsh (19.08), Norman, Rumsey (19.16), Thomas and Williams.

**OFFICER PRESENT:** Town Clerk

**ALSO PRESENT:** Councillor Parris.

**FG01/20 APOLOGIES FOR ABSENCE**

No apologies for absence were received.

**FG02/20 DECLARATIONS OF INTEREST**

The following declarations of interest were made:

- Cllr Bartlett: Member of the Timebank
- Cllr Norman: Member of the Timebank

**FG03/20 REQUESTS FOR DISPENSATIONS**

There had been no requests for dispensations received.

**FG04/20 QUESTIONS FROM THE PUBLIC**

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

**FG05/20 MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the Finance & General Purposes Committee meeting held on 24<sup>th</sup> February 2020 be agreed and signed as a correct record when social distancing restrictions are lifted.

**FG06/20 CLERK'S REPORT**

Committee noted the following items:

- (a) Internal Audit** – the internal audit is currently being carried out by post.
- (b) External Audit** – the clerk has received the external auditor's instructions by email.
- (c) ILCA** – the clerk made the recommendation that two staff should undertake the Introduction to Local Council Administration training at a cost of £99+VAT each. It was **RESOLVED** to purchase the training.
- (d) Personnel Sub- Committee meeting date** – it was **RESOLVED** to arrange a meeting for Wednesday 6<sup>th</sup> May at 2pm remotely via Zoom.
- (e) CAB report** – the report was noted.

**FG07/20 FINANCIAL AND COMMITTEE MATTERS**

- (a) **Income and Expenditure Report** – Committee considered the Report up to 31<sup>st</sup> March 2020 (Month 12) and it was agreed that the report be ratified.
- (b) **Accounts Paid and Outstanding Accounts for Payment** – Following consideration of the accounts paid and outstanding accounts for payment, Committee **RESOLVED** to ratify the payments relating to the months of February, March and April 2020.
- (c) **Committee Report** – Committee considered the Committee Update Report and, following discussion, **RESOLVED**:
- To note the report;
  - To ratify the decision to delegate authority to the Town Clerk and Finance Officer to use internet banking by making payment by BACS for invoices received, grants awarded and to pay wages.
  - That the clerk would arrange the next meeting of the Janice and Peter McCaull Trust.
  - To submit a further request to NALC, through HALC, to develop an ethical standard to be included in the Town Council Financial Regulations.
  - To sign the lease for the Depot.

**FG08/20 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) **Grants** – Following consideration of the grant report, the Committee **RESOLVED**:
- To note the report;
  - Proposed by Cllr. Marshall and seconded by Cllr. Bartlett, the committee unanimously **RESOLVED** to give the clerk delegated authority to award a grant of £767.40, should the 151 Squadron ATC not be successful with a Hereford Community Foundation Grant.
  - To ratify the decision at the meeting on 24<sup>th</sup> February 2020 to award a grant of £907 to ECHO to fund the Timebank project as the supporting documents had been received.
  - Proposed by Cllr. Thomas and seconded by Cllr. Marshall to award the grant of £1000 to Leominster NILS. It was proposed by Cllr. Bartlett and Seconded by Cllr. Norman to award in £250 weekly increments in response to local need.

- (b) **Staff Report** – To note the verbal report given by the town clerk regarding staff activities and alternative ways of working to comply with all government regulations in response to the COVID-19 and only carrying out essential works away from the home.
- (c) **Impact of COVID-19** – To note the verbal report given by the town clerk in relation to the impact of COVID-19 on the services and income of the town council.
- (d) **Project and Funding Update** – The committee received the report and following discussion, **RESOLVED:**
- To note the report on both projects and funding and the impact of coronavirus has had on them.
- (e) **Youth Budget Report** – The committee received the report, and following discussion **RESOLVED:**
- To note the report;
  - To transfer £1050 from the 2019/20 youth budget to reserves and ring-fence for use in developing an accessible Duke of Edinburgh program for Leominster.
  - To transfer £4400 from the 2019/20 youth budget to reserves and ring-fence for funding community engagement events at Barons Cross.
  - To transfer the underspend of £591.33 from 2019/20 youth budget into reserves and ring-fence for investing in community youth projects in 2020/21 financial year.

**FG09/20      DATE OF NEXT MEETING**

Committee noted that the next meeting of the Finance & General Purposes Committee would be held on Monday 29<sup>th</sup> June 2020 at 19:00 which, subject to social distancing restrictions, would either be held remotely via Zoom or at the Council Offices, 11 Corn Square, Leominster HR6 8YP.

There being no other business the meeting closed at 19.40pm.

\_\_\_\_\_  
**CHAIR:**

\_\_\_\_\_  
**DATE:**

# LEOMINSTER TOWN COUNCIL

## ENVIRONMENT AND SERVICES COMMITTEE

Minutes of the Environment & Services Committee meeting held on Monday 16<sup>th</sup> March 2020 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

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**MEMBERS PRESENT:** Councillors Herschy (Chair), Smith-Winnard (Vice-Chair), Bartlett, Davies, Murdoch, Norman (19.10), Parris, Rumsey, Sutcliffe, Thomas and Williamson (19.25).

**OFFICERS PRESENT:** Town Clerk Designate and Environmental Services Supervisor.

**ES56/19 APOLOGIES FOR ABSENCE**

No apologies for absence were received.

**ES57/19 DECLARATIONS OF INTEREST**

Cllr. Williamson declared an interest as Secretary to the Herefordshire Green Network.

Cllr. Murdoch declared an interest as a volunteer at Grange Court.

Cllrs. Norman, Herschy and Sutcliffe declared interests as Trustees of LARC.

**ES58/19 REQUESTS FOR DISPENSATIONS**

There had been no requests for dispensations received.

**ES59/19 QUESTIONS FROM THE PUBLIC**

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

**ES60/19 MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the Environment & Services Committee meeting held on 20<sup>th</sup> January 2020 be agreed and signed as a correct record.

**ES61/19 CLERK'S REPORT**

Committee noted the Clerk's Report.

(a) **COVID-19 response** – the committee had a briefing on measures already being taken in response to the outbreak of the virus and the proposals to help support a local charity to run a co-ordination telephone line for residents wishing to volunteer services to the elderly and vulnerable. It was **RESOLVED** that Leominster Town Council would support this telephone line and that the Town Clerk Designate could redeploy the staff to support the volunteer services.

(b) **Allotment flooding** – the quote for camera investigations into the flooding issue has now been accepted and should be actioned next week.

- (c) **Verges** – Local Authority Officers have been contacted regarding the creation of a wild flower verge on Worcester Road near the cycle track. It was also discussed that subject to permission, it would be good to encourage wildflower growth along the river on footpath KB50. It was **RESOLVED** to contact Kimbolton Parish Council and Brightwells to discuss this further.
- (d) **Grange Masterplan** – A meeting has taken place with Red Kite to discuss the development of the masterplan. They suggested creating a visual mind map of projects within the town to show how they interconnect
- (e) **Safety equipment for mowers** – It was **RESOLVED** to purchase a tilt sensor and indicator unit for the mower.

**ES62/19 COMMITTEE UPDATE REPORT**

Committee considered the update report and **RESOLVED**:

- To note the report;
- To join Herefordshire Green Network at a cost of £50 per annum;
- To note that there is an ongoing Public Rights of Way maintenance programme;
- To note the update provided by Environmental Services Supervisor regarding drainage issues at the allotment site;
- To note the Verges report attached;
- To note the recommendations of the initial catch-up meeting with Red Kite;
- To note that additional benches have been installed in Sydonia and that hedge cutting has been completed and the arisings shredded;
- To note that Legionella training will be booked;
- To arrange a meeting of the Millennium Green Trust, LARC and Leominster Town Council to discuss the future of the Millennium Green land.

**ES63/19 GROUNDS TEAM UPDATE**

Committee noted the update report.

**ES64/19 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 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) **Draft Lease** – It was noted that Lloyds Cooper LLP Solicitors had made draft amendments and subject to receiving confirmation that the amendments were agreed by the landlord, the lease would be signed.

**ES65/19 DATE OF NEXT MEETING**

Committee noted that the next meeting would be held on Monday 11<sup>th</sup> May 2020 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 20:07 hours.

\_\_\_\_\_  
**CHAIR:**

\_\_\_\_\_  
**DATE:**

Date: 11/05/2020

Inv Date	Inv No.	PAYEE	AMOUNT	DETAILS	Transfer Date	REF (BACS)	04/05/2020
28/05/2020	SM21587	Rialtas Business Solutions Ltd	£636.00	Annual accounting software support and maintenance			
28/04/2020	LNMay0360	The Leominster News	£120.00	May 2020 Issue			
20/03/2020	95647	DCS (Digital Copier Systems)	£53.36	printing and copying			
23/05/2020	13099	Microshade Business Consultant Ltd	£650.87	IT Hosting			
30/04/2020	13033	Microshade Business Consultant Ltd	£330.00	Accounting support April 2020			
01/05/2020	20302144660 3	IONOS 1&1	£24.00	TIC Website basic fee			
REFUND	REFUND	Ms Hilary J Norris	£160.00	Servant Quarter booking refund			
01/05/2020	11309	Vision ICT	£237.60	Hosted email accounts July2020-June 2021			
27/04/2020	44847	BOSS Border Office supplies and Systems Ltd	£8.09	Printing and copying			
Inv Date	Inv No.	PAYEE	AMOUNT	DETAILS	Transfer Date	REF (BACS)	08/05/2020
20/03/2020	113232128	KONE plc	£459.50	Annual fee for the lift			
30/04/2020	149911	Quickskip hereford ltd	£37.20	Wheelie bins			
REFUND	REFUND	Lesley and Mike Griffiths	£8.30	Allotment refund - april payment			
07/05/2020	539248	CleanMy	£23.57	Cleaning and hygiene products			
REFUND	REFUND	Miss Kathryn E Moore	£25.00	Room hire refund for 24/07/2019 booking			
30/04/2020	634274	Leominster Building Supplies	£421.80	Refuse sacks,keycuts,padlocks,chain,silicone, wood, spray nozzle,paint,bulkhead,sash cord,sawn,parting bead,caulk,putty,glass,flap disc,sanding disc			
Inv Date	Inv No.	PAYEE	AMOUNT	DETAILS	Transfer Date	REF (BACS)	11/05/2020
11/05/2020	539377	CleanMy	£181.67	Cleaning and hygiene products			
29/04/2020	2817	Herefordshire Environmental Services Ltd	£96.00	Pest control - Corn Square 30/40/2020-29/07/2020			
N/A	N/A	Tenbury NILS Scheme	£250.00	Initial loan payment: £250 of £1000			

Date: 11/05/2020

<b>Inv Date</b>	<b>Inv No.</b>	<b>PAYEE</b>	<b>AMOUNT</b>	<b>DETAILS</b>	<b>Transfer Date</b>	<b>REF (BACS)</b>	<b>27/04/2020</b>
18/04/2020	LGWGVCHF	NPOWER	£468.44	Christmas Lighting 2019			
21/04/2020	91346101	Herefordshire Council	£251.80	Signage project - Liz			
<b>Inv Date</b>	<b>Inv No.</b>	<b>PAYEE</b>	<b>AMOUNT</b>	<b>DETAILS</b>	<b>Transfer Date</b>	<b>REF (BACS)</b>	<b>29/04/2020</b>
06/01/2020	H800	Herefordshire Association of Local Council	£2,896.79	Affiliation and Subscription fees			previously approved
refund	refund	KG and EJW Howard	£240.00	Servant Quarter booking refund			
refund	refund	Herefordshire Voluntary organisation support service (HVOSS)	£476.00	Refund April 2020 rent paid via SO			

**GOVERNANCE AND MANAGEMENT RISK REGISTER ~~(UPDATED 2019)~~**

Ref	Strategic Risks	Potential Impact	Probability	Severity	Control Actions	Officers/Officer
RR1	Lack of forward planning and budgetary controls.	<ul style="list-style-type: none"> <li>Lack of direction</li> <li>Lack of prioritisation</li> <li>Poor service delivery</li> <li>Poor service development</li> <li>Poor financial planning</li> <li>Poor financial controls</li> <li>Inefficient spending</li> <li>Budgetary overspends</li> </ul>	L	H	<ul style="list-style-type: none"> <li>Review Council's corporate strategy;</li> <li>Continue regular financial reports;</li> <li>Quarterly budgetary reviews to be undertaken;</li> <li>Regular quarterly financial healthchecks by external consultant.</li> </ul>	Senior Management Clerk (RFO)
RR2	Insufficient resources to meet obligations due to shortfall in the annual budget, in balances and any loan options.	<ul style="list-style-type: none"> <li>Failure to meet Council's objectives</li> <li>Inability to deliver services</li> <li>Inability to invest in Council infrastructure</li> <li>Major project slippage</li> <li>Key projects not delivered</li> </ul>	M	H	<ul style="list-style-type: none"> <li>Ensure adequate budgeting and precept setting process in place</li> <li>High level of budgetary controls and frequent monitoring in place</li> <li>Forward planning in place</li> <li>Estimates obtained regarding potential costs of projects and service delivery</li> <li>Build contingency into projects</li> </ul>	Senior Management Clerk (RFO)
RR3	Sustained poor performance or perceived/actual operational failures causes loss of confidence in Town Council.	<ul style="list-style-type: none"> <li>Poor service delivery</li> <li>Loss of staff morale</li> <li>Loss of residents' confidence</li> <li>Loss of Councillor confidence</li> <li>Loss of key personnel</li> <li>Community governance review</li> <li>Breakdown of working relationship with community groups</li> </ul>	L	H	<ul style="list-style-type: none"> <li>Regular staff performance reviews</li> <li>Regular service area reviews and reporting</li> <li>Clear roles and responsibilities of both staff and councillors</li> <li>Regular reports submitted to Council and Committees</li> <li>Complaints procedure</li> <li><a href="#">Regular updates on Council projects and services made available to the public via the Council website, social media accounts, notice boards and local news publications.</a></li> </ul>	Senior Management Clerk (RFO)

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RR4	Failure to deliver improvements throughout the Town Council owned and managed estate.	<ul style="list-style-type: none"> <li>Reduction in level of service delivery</li> <li>Poorly maintained buildings and equipment</li> <li>Health &amp; Safety concerns</li> <li>Inability to carry out management, repairs and maintenance of estate</li> </ul>	M	H	<ul style="list-style-type: none"> <li>Development of realistic achievable projects</li> <li>Continuous investment programme into equipment and buildings</li> <li>Continuous training for staff and councillors</li> <li>Develop office procedures</li> <li>Develop budgetary procedures</li> <li>Ensure clear policies adopted</li> <li>Ensure decisions made and recorded</li> </ul>	Senior Management Clerk (RFO)
RR5	Staff and/or Councillor issues.	<ul style="list-style-type: none"> <li>Loss of key personnel</li> <li>Loss of Councillors</li> <li>Fraud</li> <li>Poor performance</li> <li>Staff and Councillor ill health</li> <li>Misconduct</li> <li>Lack of training</li> <li>Lack of knowledge</li> <li>Conflicts of interest</li> <li>Poor communication between staff, councillors and residents</li> </ul>	M	H	<ul style="list-style-type: none"> <li>Robust training and support for staff and councillors</li> <li>Robust internal audit system in place</li> <li>Regular staff reviews</li> <li>Update job descriptions</li> <li>Succession planning in place</li> <li>Proactive staff and councillors prepared to accept challenges</li> <li>Operate open and transparent governance</li> <li>Avenues for feedback from service users and residents</li> </ul>	Senior Management Clerk (RFO)
RR6	Emergency cover	<ul style="list-style-type: none"> <li>Requirement to identify cover for key positions in case of absence</li> <li>Loss of key personnel through illness, accident or other reasons</li> </ul>	L	H	<ul style="list-style-type: none"> <li>Ensure membership of SLCC is in place</li> <li>Update details of sector specific companies such as LGRC who are able to provide cover</li> <li>Develop contacts with employment agencies for short term cover requirements</li> </ul>	Senior Management
RR7R6	Changes in operational environment, financial cutbacks and legislation catches the Town Council unaware.	<ul style="list-style-type: none"> <li>Council operates illegally</li> <li>Council unable to react to changes in circumstances</li> </ul>	L	H	<ul style="list-style-type: none"> <li>Regular training undertaken by staff and Councillors</li> </ul>	Senior Management Clerk (RFO)

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		<ul style="list-style-type: none"> <li>resulting in loss or reduction in service delivery</li> <li>Health and safety issues</li> <li>Litigation</li> <li>Additional devolved services leading to being under resourced</li> <li>Asset transfers</li> <li>Allotment lease not extended</li> <li>Significant local service reduction due to austerity</li> <li>Unintended consequences of policy decisions from Central Government, Herefordshire Council or the Town Council</li> </ul>			<ul style="list-style-type: none"> <li>Regular review of legislative changes through SLCC and NALC</li> <li>Regular policy reviews</li> <li>Up to date Standing Orders</li> <li>Up to date Financial Regulations</li> <li>Proactive budgeting and financial management</li> <li>Build up reserves</li> <li>Encourage flexible working practices</li> <li>Continued membership of NALC and SLCC</li> <li>Regular reviews of current leases/agreements</li> </ul>	
<u>RR8R</u> <u>R7</u>	Major operational interruption prevents Town Council from delivering services (Business continuity).	<ul style="list-style-type: none"> <li>Council becomes non-operational through fire, damage etc</li> <li>Back-up files and records lost, stolen or damaged</li> <li>Equipment suffers damage</li> <li>Severe weather conditions</li> <li>Property damaged or stolen</li> </ul>	L	H	<ul style="list-style-type: none"> <li>Adequate insurance cover in place <del>(Zurich)</del></li> <li><del>Develop</del>-Emergency Plan <del>and in place with</del> emergency response <del>protocol</del> protocols</li> <li>Fitted fire alarms</li> <li><del>Budgetary Contingency</del> funding in <del>place</del> <del>budget/reserves</del> for replacement and repairs</li> <li><del>Balances maintained and reserves topped up</del></li> <li>Robust back-up system of storage of important files and records</li> </ul>	Senior Management Clerk (RFO)
<u>RR9R</u> <u>R8</u>	Town Council organisational culture results in low productivity, poor performance and lack of innovation	<ul style="list-style-type: none"> <li>Poor staff morale</li> <li>Poor councillor morale</li> <li>Poor processes in place</li> <li>Poor direction and focus</li> <li>Poor management of operations</li> <li>Poor administrative operations, processes and protocols</li> </ul>	L	H	<ul style="list-style-type: none"> <li>Review Corporate Plan with clear focused corporate objectives</li> <li>Clear service delivery targets</li> <li>Clear staff targets and staff monitoring/review process in place</li> </ul>	Senior Management Clerk (RFO)

		<ul style="list-style-type: none"> <li>• Loss of residents trust and confidence</li> <li>• Breakdown of working relationship with community groups and organisations</li> </ul>				
<del>RR9</del> R10	Catastrophic failure of Council's IT systems	<ul style="list-style-type: none"> <li>• Loss of computer records</li> <li>• Loss of important data</li> <li>• Loss of important financial information</li> <li>• Loss of service delivery</li> </ul>	L	H	<ul style="list-style-type: none"> <li>• Off-site back-up facility in place <del>through Microshade VSM</del></li> <li>• Adequate insurance in place <del>(Zurich)</del></li> <li>• Business continuity plan in place <del>and updated regularly</del></li> <li>• Continued investment in IT infrastructure.</li> </ul>	Senior Management Clerk (RFO)
<del>RR10</del> RR11	Unable to meet the new requirements relating to the General Data Protection Regulation	<ul style="list-style-type: none"> <li>• Undertake Data Audit</li> <li>• Adopt Data Protection Policy</li> <li>• Adopt Data Breach procedure</li> <li>• <del>Adopt SAR</del></li> <li>• <del>Appoint DPO</del> <u>Adopt Subject Access Request policy and protocol</u></li> </ul>	L	M	<ul style="list-style-type: none"> <li>• Data audit <del>completed in place</del></li> <li>• Policies <u>required have been</u> adopted by Council</li> <li>• <del>Relevant privacy notices are in place</del></li> <li>• <del>Secure storage</del> <u>Subject Access Request policy</u> in place.</li> </ul>	Senior Management Clerk (RFO)

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## **Leominster South Ward Report for 18 May – Cllr Trish Marsh**

Things are happening both so fast and so slowly! Thank goodness for:-

- Leominster's green spaces that give nearly all of us the chance to get out safely
- Big hearted volunteers, backed by the LCTC and HC helplines
- Link officers from Herefordshire Council specifically for Leominster
- Relatively low rates of infection – let's hope that stays the same as the tests increase and we get a more accurate picture
- Online platforms that help us stay in touch
- Good weather and spring.

Herefordshire is responding positively, especially as a massive 1 in 3 of our population, including all over 70s, are defined as clinically vulnerable and instructed to minimise contact with those outside their immediate household. Thank goodness they are allowed out to exercise daily – a boost for physical health! And now can receive outside visitors at a 2 metre distance to help keep spirits up. Thanks to all at home for their forbearance and thanks to all the volunteers, family and friends who are keeping them supplied with what they need. We look forward to seeing them again soon – the over 70s are so important to our many community groups, charity shops and high street businesses.

Of course we are missing the businesses on our High Street and elsewhere. I've set up a Facebook page called Leominster Independent Shops. Several are open and many more are offering online services, so there is more going on than is at first apparent! I've increased my Facebooking in general and appreciate the local FB groups that get information out quickly to many..

I'm very glad the town council is having virtual meetings. The House of Lords, average age 70, are following our lead! Zoom turns out to be easier than I expected and, although it is a platform designed for work, is also useful for other purposes. Families and all sorts of local groups are finding ingenious ways to keep in touch. Obviously it's not perfect and some meetings with poor connections are frustrating – but it is a major help for keeping in touch.

Herefordshire Council continue to strengthen their work with partners and are helping provide GPs, care homes and parish councils with PPE to reduce infection risks. Thanks to Leominster Town Council for their vital role, working closely with the community sector who organise volunteers and run the Foodbank. Helplines remain open and there is lots of useful information on the Herefordshire Council website re grants for businesses and council tax payments.

Leominster Household Refuse Site is now open 7 days a week with a queuing system round the carpark. So far it's going well thanks to people not all rushing at once and doing their best to minimise waste/compost and so on.

This outbreak has given us all a chance to reflect on what is most important to us. A recent YouGov poll shows that the public feel health and wellbeing is more important than economic growth just now and a majority want the government to focus on quality of life after the pandemic has subsided. Of course it is important to have enough money to meet our needs. In Leominster that is a stretch for many people who have insecure and low paid work, which may now be at further risk. We need to combine our skills as we puzzle out what the new normal will be like and face the many challenges it will bring us. We will be working together, both at Herefordshire

council level and right here, to deliver a recovery that increases quality of life, for instance better insulated homes that are cheaper to heat, and find ways to revitalise our high street, learn new skills and support our local businesses and food producers.

### **Report from Councillor Felicity Norman (Cabinet portfolio – Children and Families)**

Things have changed dramatically since our January meeting, with the main focus being on addressing the Covid crisis. The two primary concerns for Herefordshire Council have been to 1.) keep council staff safe, so that 2.) we can protect vulnerable people.

Meetings have continued virtually, with Cabinet meeting at least twice a week, with officers where appropriate and with updates on the present situation for all parts of the council, and its work with the wider community. Other meetings of the planning committee, scrutiny committee etc. are also beginning to take place virtually.

Hereford Council, Leominster Town Council and our community with its network of wonderful volunteers, have come together to provide support for those in need of help with shopping, medication, information and advice, and sometimes just a reassuring chat. They have also worked with Leominster food bank to ensure that no one goes without food or other essentials, including supporting schools in their provision of free school meals for those entitled. They have all done a fantastic job, and deserve our very grateful appreciation.

Children and Families staff continue to do an excellent job, in spite of ongoing difficulties, together with our schools, foster carers, and partners in family support. Our schools and other settings continue to stay open, including over the Easter holiday, to support vulnerable children and those of key workers. This has included ensuring that children entitled to them, receive Free School Meals, as well as those facing more recent hardship, in spite of contradictory government advice and difficulties with accessing vouchers.

Staff tasked with safeguarding responsibilities, continue to visit and contact (sometimes virtually) those children and young people in our care, together with our partner organisations who provide family support. In spite of legal changes to expectations, our staff are making every effort to work to usual standards.

Social workers and school safeguarding leads are in regular contact with vulnerable children, encouraging them to attend school, although it is a matter of concern that, although numbers are improving, far too many are still not in school, in spite of efforts being made. I am concerned about the difficulties of working at home for many children, space, quiet, lack of equipment etc. and the vulnerabilities of children who should be in school and may be exposed to exploitation of some kind. All efforts are being made to address these concerns.

Ward concerns have been few; those raised recently have included continued flytipping at Barons Cross Camp, and across the road on the A44. Also, antisocial behaviour at Buckfield, and poor footpath signing from the Rugg.

### **Ward Update Cllr Jenny Bartlett Leominster East**

This is a very testing time for all of us and has meant that we have all had to find different ways of working. Herefordshire Council working meetings have all moved now onto online platforms such as Zoom and Webex, so this is a steep learning curve for everyone. Public meetings such as Scrutiny Committees are now gearing up to follow suit. Herefordshire Council are providing support to residents via Talk Community, here in Leominster in partnership with the Town Council. There are business grants, help and advice as well as help with council tax available (see the newsletter for further details).

Before the lockdown I have been involved with:

Quarterly members BBLP briefing at Kingsland Depot to hear about this year's annual plan.

Members briefings on Planning Enforcement and Treasury Management.

In February Full Council set the counties budget and council tax.

In March council approved the parish precepts, H&W Fire and WM Police contributions, which taken altogether make up our combined council tax bill.

I attended the first of the newly revamped Market Town Forum meetings at Hereford Town Hall. It is good to see these meetings have resumed.

I am involved in two task and finish working groups, one looking at governance within the council and the other looking at the waste contract which will be due for renewal soon. As with everything they are gradually moving to online meetings to continue the work.

The Adult and Wellbeing Scrutiny Committee met to consider the NHS Continuous Health Care support for residents with complex health needs, as well as the CCG performance monitoring report.

I also attended the Health and Wellbeing Board meeting.

The Friends of Leominster Library AGM did manage to go ahead, but unfortunately we had to cancel the Fundraiser talk by Alf Jenkins.

Likewise the Rail users group's AGM has had to be postponed now until further notice.

I attended the last Leominster Community Centre Tuesday Lunch club in February, as well as the last management committee meeting for the foreseeable future. The Community Centre is in good shape but like everyone this will be a financial headache. The foodbank continues to operate from here and they are doing an outstanding job across town, delivering food as well as holding 'pop up' food share events to try and make sure everyone who needs food can access it.

I would also like to say a huge thank you to Julie, Liz, Jackie and Lena for all the work they are doing behind the scenes. A big thank you too for Mark and his merry environmental team who are out looking after our town still.

Additional report to follow.

**Ward Report Leominster North and Rural will be sent separately.**