



LEOMINSTER TOWN COUNCIL

FULL COUNCIL

Wednesday 25th November 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 30th November 2020** commencing at **19:00 hours** remotely via Zoom.

Meeting ID: 820 0035 0673

Press and public are cordially invited to attend. Those wishing to join the meeting should contact the clerk on 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 held on 28th September 2020.



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6. CLERKS 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 – 5th October 2020 and 2nd November 2020;
- Communications & Events Committee – 15th September 2020;
- Finance & General Purposes Committee – 26th October 2020;
- Environment & Services Committee – 14th September 2020, 16th November 2020;

8. FINANCES

- (a) Accounts paid and invoices for payment** – To receive an accounts paid and invoices for payment statement.
- (b) Income and Expenditure Report Month 7** – To consider the Income and Expenditure Report for Month 7 and accompanying notes.
- (c) Budget Update including results of public consultation** – A verbal update on 2021/22 budget setting.
- (d) External Audit** – To consider the result of the External Audit for 2019/20.

9. REPORTS

To receive update reports from:

- Representatives on outside bodies (verbal)
- Herefordshire Council Ward Members (text and verbal)
- The Grants & Projects Officer with a project update (attached)
 - The Cultural Consortium (Running alongside the High Street Heritage Action Zone Project).
 - Talk Community Hub Report.
- The Clerk to present:
 - A Health & Safety Policy and Procedure and the Health and Safety Handbook update. It is recommended that the Council adopt the documents so that they may distributed to staff and also to appoint a councillor to attend staff Health & Safety meetings.
 - The Armed Forces Covenant – To consider applying for the Silver Award in January 2021.

10. MAYORAL APPOINTMENTS

To receive a verbal update on Mayoral Appointments attended by the Mayor.

11. CONFIDENTIAL ITEMS

Certain items are expected to include the consideration of exempt information and the Finance Committee 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



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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) Staff Update

- To receive a staff update and set a date for the next Personnel Sub-Committee Meeting.
- To receive information on the government Kickstart Scheme.

12. MEETING DATES FOR THE REMAINDER OF THE FINANCIAL YEAR

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MEETING SCHEDULE 2020/21
(Revised 25th November 2020)

January 2021	MEETING	TIME
Monday 11 th	Environment & Services Committee	7:00pm
Tuesday 12 th	Communications & Events Committee	11:30am
Monday 18 th	Planning & Highways Committee	6:00pm
Monday 25 th	Full Council	7:00pm

February 2021	MEETING	TIME
Monday 8 th	Planning & Highways Committee	6:00pm
Monday 22 nd	Finance & General Purposes Committee	7:00pm

March 2021	MEETING	TIME
Monday 1 st	Planning & Highways Committee	6:00pm
Monday 15 th	Environment & Services Committee	7:00pm
Monday 16 th	Communications & Events Committee	11:30am
Monday 22 nd	Planning & Highways Committee	6:00pm
Monday 29 th	Full Council	7:00pm

16. DATE OF NEXT MEETING

The next Town Council meeting will be held on Monday 25th January 2021 commencing at **19:00 hours** either remotely via Zoom or at the Council Offices, 11 Corn Square, Leominster, HR6 8YP depending the on the lifting of social distancing regulations by central government.



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Minutes of the Leominster Town Council Meeting held on Monday 28th September 2020 commencing at 19:00 hours remotely via Zoom.

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

OFFICERS PRESENT: Town Clerk and Projects & Grants Officer.

ALSO PRESENT: Ward Cllr Stone.

29/20 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr. Preece (Leave), Cllr Marshall (Work)

30/20 DECLARATIONS OF INTEREST

Cllr. Murdoch - Allotments

31/20 REQUESTS FOR DISPENSATIONS

No requests for dispensation had been received.

32/20 QUESTIONS FROM THE PUBLIC

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

33/20 MINUTES OF THE PREVIOUS MEETING

Council **RESOLVED** that the minutes of the Leominster Town Council meeting held on 27th July 2020 be agreed and signed as a correct record when social distancing regulations are lifted by central government.

34/20 CLERK'S REPORT

Council noted the following Clerk's Report:

- (a) That Light Switch On Event and the Through the Wardrobe Event will be cancelled this year but alternative ways of organising a virtual event are currently being investigated.
- (b) It was **RESOLVED** to go ahead with a pared down Civic Service on 25th October 2020. The service will be held at The Priory with social distancing measures in place and not include dignitaries as in previous years.
- (c) Remembrance Sunday – the clerk has been liaising with the Royal British Legion regarding the arrangements. The parade will not take place this year but a meeting to finalise details of the service is planned for early October.
- (d) 11 Corn Square Boundary Wall – The Secret Garden wall has a large crack and has an amount of movement when pushed. The car park spaces adjacent have been barriered for the safety of car park users and Herefordshire Council has been notified. The Town Council Foreman will carry out a closer inspection as soon as possible.



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- (e) Depot Works – Depot works are nearly complete and quotes are being sourced for a security alarm.

35/20 COMMITTEE MEETINGS

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

- Cllr Rosser, Chair of the Planning & Highways Committee, presented the minutes. It was **RESOLVED** to approve the minutes of the Planning & Highways Committee held on 29th July 2020, 10th August 2020 and 7th September 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 14th July 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 7th September 2020 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 on 20th July 2020 and to authorise the decisions and recommendations contained therein.
- Cllr. Thomas, Chair of the Personnel Sub-Committee, presented the minutes. It was **RESOLVED** to approve the minutes of the Personnel Sub-Committee held on 19th August 2020 and to authorise the decisions and recommendations contained therein;

36/20 FINANCES

- (a) **Accounts Paid and Invoices for Payment** – It was **RESOLVED** to ratify the payment of invoices for August - September 2020, as outlined on the payment statement provided.
- (b) The Income & Expenditure Report and budget notes for Month 5 were noted.
- (c) Following discussion, it was requested that the clerk set up meetings of the Budget Task and Finish Group to work on the Forecast Sheets to begin shaping the 2021/22 budget.
- (d) The clerk has received the Herefordshire Council request to consider the forecast expenditure and precept requirements for the coming financial year. As their staff are still working remotely, it was requested that the precept requests for 2021/22 are submitted by **31st December 2020**.
- (e) NALC is currently reviewing the model Standing Orders and Financial Regulations to incorporate COVID-19 measures. An update will be provided when the new model documents have been received.



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37/20 REPORTS

The following reports were received;

Cllr Bartlett – Community Centre Verbal Report – The council noted the report including that the Community Centre has held its first socially distanced meeting for 1st September 2020, the therapists are returning to the health centre and that training had been taking place at the Community Centre.

Cllr. Rumsey – Shopmobility Verbal Report – Then council noted that Shopmobility is still closed as a result of COVID-19 pandemic. An emergency number is available and displayed at the premises and outside operation is currently being considered.

Leominster South Ward Report

The council noted the report contained in the agenda.

Leominster West Ward Report

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

The council noted the report contained in the agenda.

Leominster North & Rural Ward Report

Council noted the verbal report below.

Balfour Beatty Update

The second verge cut took place earlier this month and I hope our grit bins remain unscathed ! The annual cycle of refilling grit bins for the winter has also started and I have been sent a list of locations covered. Please let me know of any grit bins not filled. Let's hope for a mild winter but not a wet one after last year's flooding.

The A44 in Mill Street was temporarily closed last weekend for tarmac repair work on the level crossing, very much needed. It is now much improved. Meanwhile there will be a further closure on the 3rd and 4th of October weekend due to track renewal works. There will be inconvenience but it is necessary work. Please continue to report potholes or blocked drains to Balfour Beatty by phoning 01432 261 800 or going on the Council website.

Fly tipping

There has been an epidemic of fly tipping recently even though the household refuse sites are open in Hereford and all the market towns. Five fly tipping collections have taken place recently in Leominster and on September 9th there was a serious incident in Brimfield with car tyres and building materials dumped by Brimfield Village Hall. No evidence of the identity of the culprits has been discovered. Residents are understandably angry and the situation has not been helped by the slow response of Balfour Beatty. The incident was reported the next morning to Balfour Beatty and later to the Community Protection team. The rubbish has still not been cleared a fortnight later in spite of repeated requests. The problem is that leaving the fly tipping just encourages more of the same. There needs to be zero tolerance of fly tipping by



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Herefordshire Council and Balfour Beatty with much greater urgency in removing the debris and prosecuting the offenders.

Meanwhile there is now an appointments system to ease the queues at the recycling centres, convenient for some but others just will not bother. Residents can book a slot 4 times a fortnight.

Coronavirus developments

The gradual lifting of many restrictions during the summer has been welcome but the sharp rise in cases recently and renewed restrictions announced this week has dismayed us all. The success of the Eat Out to Help Out initiative, the reopening of the HALO swimming pools and the return of local team sports all raised morale after the earlier lockdown. We can only hope that the latest measures will help control the spread of the virus and prevent the return of a more significant shutdown with all the dire economic and social consequences it might entail. We can all help by social distancing, using sanitiser and wearing face coverings when required but also by keeping an eye on vulnerable neighbours and on those living alone. Supporting our local economy is also vital in Leominster and our villages by using our shops, cafes and pubs when they all follow the correct protocols. Many like The Roebuck in Brimfield have gone the extra mile with home deliveries and takeaways all through the crisis. The Roebuck Shop is also a delivery point for the Leominster Food Bank. Parish magazines also reappeared during the summer and the Leominster News has been printed throughout to their great credit.

Schools

The return to school has been the most important step forward in September. Many children had not been at school since March with their education seriously disrupted, although the majority of schools had stayed open for key workers children. Some classes and groups have been sent home to self-isolate but the majority of local children(92% last week) are attending school and a higher proportion have returned to school in our county than nationally. If testing could be more widespread and results quicker it will help all our schools to stay open which is in the interests of all children and their parents too. I am missing my duties as a governor of Earl Mortimer College, zoom meetings are just not the same as personal contact. My thanks to the dedicated teachers there and in our primary schools like Kimbolton.

Loft Insulation Scam

Herefordshire Council is advising people not to engage with cold callers. Residents are being phoned and offered visits to change their loft insulation. Trading standards are warning them not to fall for this false advice. Residents interested in loft insulation or energy efficiency measures can call 0800 677 1432 or the Keep Herefordshire warm website at www.KeepHerefordshireWarm.com.uk

The Citizens Advice Consumer Helpline is 0808 223 1133. Please report suspicious calls to Trading Standards or if necessary The Police.

High Street Heritage Fund

It is good news for Leominster that the Council Cabinet confirmed in July that work can begin on developing projects outlined in this national scheme. Projects will be delivered over 4 years and the grant funding will help regenerate high streets and make Leominster more attractive for residents, businesses and visitors. It is a great opportunity for the town and there will be many opportunities to get involved. Well done the Town Council !

Lord Lieutenancy



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This month has seen the retirement of Lady Darnley who has served as The Queen's representative in Herefordshire since 2008. She has been an outstanding Lord Lieutenant, tireless in attending military commemorations and recognising voluntary and community work. She has hosted many Royal visits to the county and I am sorry that due to current circumstances her retirement is so low key. Her successor is Edward Harley from Brampton Bryan and I am sure he will be just as active and involved having served as Deputy Lieutenant. We wish Lady Darnley well in her retirement.

Reverend Mike Kneen will also be much missed as he bows out this month. Leominster will not be the same without his cheerful and ebullient presence in The Priory and around the town. Like past generations of clergy he has wide outside interests and always gives sound advice. The Dean will also be missed when he retires from Hereford Cathedral in January. He was my chaplain when I was chairman of Herefordshire Council and his prayers and short sermons always seemed to hit the nail on the head. My Best wishes to Michael Tavinor.

Meetings

Herefordshire and Town and Parish Council meetings are all via Zoom and this will probably continue into the foreseeable future but I am always happy to meet residents, socially distanced, even if it is for a chat in the garden as long as national regulations allow. 1984 or 2020? My phone number, landline of course. 01584 711 227.

John Stone Leominster North and Rural

Leominster East Ward Members Report

Cllr Jenny Bartlett, Ward members report 28th September 2020

Council noted the verbal report below.

August is generally a quiet month at Herefordshire Council as it is at Town Council with fewer meetings to allow for well-earned holidays.

Market Towns Economic Investment: I am really pleased to see these projects taking shape with initial meetings with all town councils have taken place. This is the money agreed by Council in February's budget. This is a great opportunity to kick start some projects in Leominster, suggestions so far have included opening up the additional employment land adjacent to the Enterprise Park referenced in the core strategy and Neighbourhood plan, and encouraging a 'travel lodge' style hotel on the edge of town to boost the tourist trade.

Parish Summit second session:

Involved with preparations for the second part of the parish summit which are taking place as locality meetings over the next week. The parishes are grouped by Primary Care Network (PCN) localities. As part of the new NHS Sustainable Transformation Plan for our health services in Herefordshire and Worcestershire, the PCN's are the most local level of care in the community. Talk Community are now much more focussed on locality working with the roll out of the Health Hubs across the county and parish locality meetings will become more frequent.

Council meetings:



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Herefordshire Council held its postponed Annual Meeting in September to re-elect the Leader and Chairman of the Council, as well as the chairs and vice chairs of the scrutiny committees.

Scrutiny Meetings:

Much of my time has been involved in the culmination of task and finish groups reporting to scrutiny and scrutiny committee work programming.

The Adult and Well Being Scrutiny committee have considered the Suicide Prevention Strategy which was adopted by Council last July.

I have also attended meetings of the Herefordshire Mental Health Forum.

The Audit and Governance Committee agreed the recommendations of the Re-Thinking Governance Task and Finish Group. The main recommendation is for Herefordshire Council to move to a hybrid Committee model to encourage more member participation in decision making.

The General Scrutiny Committee agreed the recommendations of the Waste Contract Task and Finish group. This is a multi-million pound contract that will need to be replaced in 2023 when existing contract ends.

All member briefing:

A workshop on transport seminar with a panel of speakers who presented a range of local transport topics and solutions and approaches across the country. A chance to compare Herefordshire Councils approach with other local authorities.

Talk Community ward members and officers meetings:

With the general reduction in covid-19 cases and easing of restrictions over summer, the weekly meetings had reduced to fortnightly. Herefordshire Talk Community's and the Town Councils help lines are still running but are needed less frequently now.

Hopefully the upsurge in cases in the last fortnight is being monitored to respond to any upsurge in a need for more help again.

Leominster in Bloom Plant and Craft Fair:

A great event held on The Grange in glorious sunshine, safely run and a much needed chance to enjoy ourselves.

38/20 MAYORAL APPOINTMENTS

Council noted the following Mayoral appointments attended by the Mayor and Deputy Mayor.

- The SIL virtual AGM was attended on Zoom.
- The Mayor thanked the Deputy Mayor, Cllr. Rumsey for his help to ensure that the market is a safe place for residents and visitors.

39/20 RURAL SERVICES NETWORK

A presentation was carried out by David Inman, Director of the Rural Services Network, before the meeting. Following discussion, it was **RESOLVED** to subscribe to the Rural Services Network and that Cllr Bartlett would represent Leominster Town Council at the meetings.



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40/20 ASSETS OF COMMUNITY VALUE

Following discussion, it was **RESOLVED** to set up a sub-committee to look at the Assets of Community Value Register and clarify what is already registered and put forward recommendations for the register.

41/20 ROAD NAMEPLATE PROVISION

It was **RESOLVED** that the Budget Task & Finish Group should include a small budget for these requests in the 2021/22 financial year.

42/20 REPAIR OF PIPE AT ALLOTMENT SITE

Following a thorough investigation of the flooding issue, the contractor submitted a quote of £1250+VAT to repair the collapsed pipe. It was **RESOLVED** to accept the quotation and request that the work be carried out as soon as possible.

43/20 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) **Councillor sabbatical** – The request for a six month sabbatical was presented and it was proposed by Cllr. Thomas, seconded by Cllr. Rosser and unanimously **RESOLVED** that the request was approved.

(b) **Consideration of advice regarding banking** - Following discussion it was proposed by Cllr. Thomas and seconded by Cllr. Rosser and unanimously **RESOLVED** to delegate authority to the clerk to transfer part of the current account balance into the savings account that runs alongside the current account.

(c) **Democratic Assistant Role** – Following discussion it was proposed by Cllr. Herschy and seconded by Cllr. Thomas and unanimously **RESOLVED** to advertise for a Democratic Assistant as soon as possible.

(d) **Devolved Asset Update** – The clerk and Cllr. Bartlett updated council and it was **RESOLVED** to ask Herefordshire Council for more information regarding the asset before arranging a site visit.

(e) **Ginhall Green Easement Update** – Following discussion, it was proposed by Cllr. Thomas, seconded by Cllr. Bartlett and voted 12 for, 1 abstention to **RESOLVE** that the matter should return to the land agent and a new solicitor should be appointed.

44/20 DATE OF NEXT MEETING

Council noted that the next Town Council Meeting would be held on Monday 30th November 2020 commencing at 19:00 hours either remotely via Zoom or at the Council Offices, 11 Corn Square, Leominster HR6 8YP depending on social distancing regulations being relaxed by central government.



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There being no other business the Mayor thanked everyone for their attendance and closed the meeting at 21:23pm.

MAYOR _____ **DATE:** _____

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PLANNING & HIGHWAYS COMMITTEE

Minutes of the Planning & Highways Committee meeting held on Monday 5th October 2020 commencing at 18:00 hours remotely via Zoom.

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

OFFICER PRESENT: Town Clerk.

PH79/20 APOLOGIES FOR ABSENCE

No apologies for absence were received.

PH80/20 DECLARATIONS OF INTEREST

Cllr. Rosser – Ref. 202645 – Morrisons staff member.

PH81/20 HEREFORDSHIRE COUNCIL MEMBERS

There were no Herefordshire Council members in attendance.

PH82/20 REQUESTS FOR DISPENSATIONS

No requests for dispensation had been received.

PH83/20 QUESTIONS FROM THE PUBLIC

No members of the public were present.

PH84/20 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Planning & Highways Committee Extra Ordinary meeting held on 7th September 2020 be agreed and will be signed as a correct record when social distancing restrictions are lifted.

PH85/20 PLANNING

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

APPLICATION NO & SITE ADDRESS:	Planning Consultation - 202645 - Morrisons Supermarket, Leominster, Herefordshire, HR6 8RH
DESCRIPTION:	Proposed vehicle parking canopy within existing service yard.
APPLICANT(S):	Wilkinson
GRID REF:	OS 348431, 258606
APPLICATION TYPE:	Planning Permission

Extension for comment granted by Herefordshire Council Planning Department. Cllr. Rosser did not take part in the discussion.

COMMENT: No Objection

APPLICATION NO & SITE ADDRESS: Planning Consultation - 202785 - Land To The Rear Of The Nook, Etnam Street, Leominster, Herefordshire, HR6 8AL

DESCRIPTION: Proposed variation of condition 2 of planning permission 140007 (Construction of a terrace of four cottages) change to position of building.

APPLICANT(S): Mr John Smith

GRID REF: OS 349715, 258858

APPLICATION TYPE: Planning Permission

Extension for comment granted by Herefordshire Council Planning Department.

COMMENT: No Comment – Committee asked the clerk to check if the original planning application 140007 was still valid as it was believed to have been granted some years ago. Concerns had been raised to the town council regarding damage to property caused by vehicles accessing via a pedestrian access.

APPLICATION NO & SITE ADDRESS: Planning Consultation - 202647 - Shires Equestrian Products, M J Ainge & Co Ltd, Unit 15 Agricon House, Southern Avenue, Leominster, Herefordshire, HR6 0QF

DESCRIPTION: Proposed canopy extension of existing covered yard area, canopy to covered yard area and extension to existing building.

APPLICANT(S): Mr Stuart Ainge

GRID REF: OS 350017, 257971

APPLICATION TYPE: Planning Permission

COMMENT: No Objection

APPLICATION NO & SITE ADDRESS: Planning Consultation - 203007 - 100 Ridgemoor Road, Leominster, Herefordshire, HR6 8UL

DESCRIPTION: Proposed pruning works to Chestnut tree due to bad health and condition. The tree is falling apart and overgrown and is a health and safety issue. To reduce tree canopy by 3m to prevent further branch failure.

APPLICANT(S): Mr Volodymyr Kostenko

GRID REF: OS 349556, 259860

APPLICATION TYPE: Works to trees covered by TPO

COMMENT: No Objection

APPLICATION NO & SITE ADDRESS: Planning Consultation - 203014 - Dental Surgery, 16 Church Street, Leominster, Herefordshire, HR6 8NQ

DESCRIPTION: Remove tree branches imposing against building. Section-fell trees against external wall of rear garden. Ivy - cutting to stump, bottom of

APPLICANT(S): Dental Surgery
GRID REF: OS 349751, 259132
APPLICATION TYPE: Works to Trees in a Conservation Area
COMMENT: No Objection

APPLICATION NO & SITE ADDRESS: Planning Consultation - 202380 - China Hall, Kingsland, Leominster, Herefordshire HR6 9QY

DESCRIPTION: Proposed removal of condition 4 and variation of condition 2 of planning permission 141743 (Proposed first floor side extension, construction of link to existing outbuilding, conversion of attached stone outbuilding including raising eaves and ridge level to increase headroom and alteration to vehicle access) to allow field access for farm machinery and new driveway routing and access dimensions.

APPLICANT(S): Mr Julian Dawes
GRID REF: OS 345454, 260111
APPLICATION TYPE: Full Householder
COMMENT: No Objection

APPLICATION NO & SITE ADDRESS: Planning Consultation - 202973 - Plot 14a Leominster Enterprise Park, Enterprise Way, Leominster, Herefordshire,

DESCRIPTION: Proposed the erection of a new office, storage and servicing headquarters with associated access, landscaping and drainage.

APPLICANT(S): Mr D Fordham
GRID REF: OS 350112, 257706
APPLICATION TYPE: Planning Permission
COMMENT: No Objection

APPLICATION NO & SITE ADDRESS: Planning Consultation - 203146 - China Hall, Kingsland, Leominster, Herefordshire HR6 9QY

DESCRIPTION: Application for variation of condition 2 and removal of condition 4 of planning permission P141743/FH (Proposed first floor side extension, construction of link to existing outbuilding, conversion of attached stone outbuilding including raising eaves and ridge level to increase headroom and alteration to vehicle access). To allow field access for farm machinery and new driveway routing and access dimensions.

APPLICANT(S): Mr Julian Dawes
GRID REF: OS 345454, 260111
APPLICATION TYPE: Full Householder

COMMENT: Notified by Herefordshire Council before the meeting that this was an duplicated in error by their planning department.

(b) Planning Application Decisions made under Delegated Powers to the Clerk – The following applications have had a comment submitted following consultation with Councillors on the Planning & Highways Committee and were ratified at this meeting.

APPLICATION NO & SITE ADDRESS: Planning Consultation - 202548 - 49 Newlands Drive, Leominster, Herefordshire, HR6 8PR
DESCRIPTION: Proposed first floor extension to side and single storey extension to rear.
APPLICANT(S): Mr And Mrs R Fisher
GRID REF: OS 348754, 258498
APPLICATION TYPE: Full Householder
COMMENT: No Objection

APPLICATION NO & SITE ADDRESS: Planning Consultation - 202915 - Dales Cricket Club, Sports Ground, Mill Street, Leominster, Herefordshire, HR6 8EB
DESCRIPTION: Lime trees (T1-T7) - crown raise as causing obstruction to vehicles and pedestrians on the road.
APPLICANT(S): Margaret Adams
GRID REF: OS 349705, 259462
APPLICATION TYPE: Works to Trees in a Conservation Area
COMMENT: No Objection.

APPLICATION NO & SITE ADDRESS: Planning Consultation - 202529 - New House Farm, Nordan, Leominster, Herefordshire HR6 0AJ
DESCRIPTION: Erection of new brick boundary wall
APPLICANT(S): Mr & Mrs D Saer
GRID REF: OS 349137, 260733
APPLICATION TYPE: Full Householder
COMMENT: No Objection

(c) Planning White Paper and NDP Briefing Note from Herefordshire Council – Following discussion it was **RESOLVED** that comments should be sent to the clerk ahead of 22nd October 2020, when a response will be written.

PH86/20 DECISIONS

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

Leominster West

Number: P202086/FH

Current status: Determination Made

Decision: Approved with Conditions

Type: Full Householder

Location: The Waltons Ginhall Lane Leominster Herefordshire HR6 9AH

Proposal: Proposed ground floor extension

Comment: No Objection

Leominster South

Number: P202574/AM

Current status: Determination Made

Decision: Refused

Type: Non Material Amendment

Location: 3 Ryelands Orchard Leominster Herefordshire HR6 8QQ

Proposal: Proposed Non-material amendment to permission 193870 (Proposed extensions) - amendment is the addition of a first floor (bedroom) extension above the proposed (approved) small kitchen extension.

Comment: No Objection

Leominster East

Number: P202300/FH

Current status: Determination Made

Decision: Approved with Conditions

Type: Full Householder

Location: Hallowdene Pinsley Road Leominster Herefordshire HR6 8NN

Proposal: Proposed verandah

Comment: No Objection

Leominster East

Number: 202650

Works to Trees in a Conservation Area

Location: Dutton House, Etnam Street, Leominster, Herefordshire, HR6 8AQ

Type: 5 DAY NOTICE. T1 -Wellingtonia (Giant sequoia) tree. Dismantle tree; due to rapid die back. The whole tree now seems to be dead. It has; been monitored for the past 12 to 18 months, when signs of die back; was first noted. In the past 4 to 6 weeks, the rate of decline has been extremely rapid, leading to the probability that the tree has now; succumbed to honey fungus, (which is present where the tree is; located). Given that the tree is so large and located in a densely; populated and high traffic area, I recommend the tree be dismantled. The proposal is to replant an Oak or Walnut tree in its place.

PH87/20 HIGHWAYS AND PARKING MATTERS

(a) Highway and Parking Matters

- Concerns have been raised by residents regarding the safety of the zebra crossing on Etnam Street as the tree is obscuring the beacon near the museum. This has been reported to Balfour Beatty.
- The slabs in the pedestrian area by The Black Swan towards the Coop have been replaced. These have been an issue in the past as they were smooth and slippery, especially when wet. It was **RESOLVED** to send a letter of thanks to The Black Swan.
- The issue of signage blocking visibility on A49/Mill Street roundabout was raised again. The clerk has now had the opportunity to inspect this and will contact Highways England.
- Concerns were raised about the white lining at the Barons Cross Road junction with Buckfield Road. This will be reported to Balfour Beatty.

- A sweep of Pinsley Road was requested and will be logged with Balfour Beatty.
- It was **RESOLVED** that all blocked drains should be reported as soon as possible to ensure that the system is clear before the Winter.
- Concerns were raised that furniture that had been put out as additional seating near Corn Square was actually making it difficult for mobility scooters to pass. There is also an issue with inconsiderately placed A boards. Committee **RESOLVED** that Balfour Beatty should be contacted regarding this matter.

(b) Hereford Road Traffic Regulation Order

- Committee **RESOLVED** to ratify the positive response sent to ADL regarding the above consultation.

PH88/20 LICENCING MATTERS

Vine & Juniper Application No. PR01881 – concerns were expressed to the licencing department regarding the lack of policing in Leominster at night and reports of extreme anti-social behaviour in the early hours. A response was received requesting that evidence should be sent with responses.

PH89/20 DATE OF NEXT MEETING

Committee noted that the next meeting would be held on Monday 2nd November 2020 commencing at **18:00 hours** either remotely via Zoom or in the Council Offices, 11 Corn Square, Leominster, HR6 8YP depending on the lifting of social distancing restrictions by central government.
There being no other business the meeting closed at 18.57 hours.

CHAIR: _____

DATE: _____

LEOMINSTER TOWN COUNCIL

PLANNING & HIGHWAYS COMMITTEE

Minutes of the Planning & Highways Committee meeting held on Monday 2nd November 2020 commencing at 18:00 hours remotely via Zoom.

MEMBERS PRESENT: Councillors Rosser (Chair), Williams (Vice-Chair), Herschy, Parris, Preece, Rumsey(18:58) and Thomas.

OFFICER PRESENT: Town Clerk.

PH90/20 APOLOGIES FOR ABSENCE

No apologies for absence were received.

PH91/20 DECLARATIONS OF INTEREST

Cllr. Herschy – Ref. 203124 – Neighbour.

PH92/20 HEREFORDSHIRE COUNCIL MEMBERS

There were no Herefordshire Council members in attendance.

PH93/20 REQUESTS FOR DISPENSATIONS

No requests for dispensation had been received.

PH94/20 QUESTIONS FROM THE PUBLIC

No members of the public were present.

PH95/20 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Planning & Highways Committee Extra Ordinary meeting held on 5th October 2020 be agreed and will be signed as a correct record when social distancing restrictions are lifted.

PH96/20 PLANNING

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

APPLICATION NO & SITE ADDRESS:	Planning Re-consultation - 201466 - Land at Stag Batch House, Monkland Road, Stag Batch, Herefordshire,
DESCRIPTION:	Proposed erection of a rural enterprise worker's dwelling with matters of landscaping reserved for future consideration (amended description)
APPLICANT(S):	Mr Thomas Speakman
GRID REF:	OS 346739, 258321
APPLICATION TYPE	Outline
COMMENT:	No Objection

APPLICATION NO & SITE ADDRESS:	Planning Consultation - 203124 - Land of 40 and 40a, Broad Street, Leominster, Herefordshire, HR6 8BS
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DESCRIPTION: Proposed demolition of a section of wall to create vehicle gate and parking area serving 40 and 40a Broad Street.
APPLICANT(S): Mr Keith Edmonds
GRID REF: OS 349675, 259270
APPLICATION TYPE: Planning Permission
COMMENT: Objection – To echo the reasons put forward by Leominster Civic Society with regard to the importance of the Burgage Wall and the loss of valuable residents parking spaces on Arkwright Close.

APPLICATION NO & SITE ADDRESS: Planning Consultation - 203378 - Glaslyn, Barons Cross Road, Leominster, Herefordshire, HR6 8RS

DESCRIPTION: Replace existing outbuilding with new larger building for a purpose incidental to the enjoyment of the dwelling house - storage of classic vehicles.

APPLICANT(S): Mr & Mrs M Conod
GRID REF: OS 348174, 258557
COMMENT: Objection – the drawing fail to show existing properties and it appears to be double the size of the existing building.

APPLICATION NO & SITE ADDRESS: Planning Consultation - 203447 - The Crabtree, Hyde Ash, Leominster, Herefordshire HR6 0JR

DESCRIPTION: Removal of Condition 3 of permission 172551/FH - Proposed conversion of building into ancillary living accommodation - to allow building to be separately let

APPLICANT(S): Mr L Price
GRID REF: OS 345452, 255578
APPLICATION TYPE: Full Householder

COMMENT: Objection – to be kept as ancillary accommodation only.

APPLICATION NO & SITE ADDRESS: Planning Consultation - 203592 - 21 Woodfen Crescent, Leominster, Herefordshire, HR6 8SS

DESCRIPTION: Proposed works to Wellingtonia - reduce the level of shading from the tree and its overbearing nature. I would consider that a crown reduction of the eastern and southern parts of the crown and minor crown lift would achieve this

APPLICANT(S): Mr Martin Bufton
GRID REF: OS 348604, 259021
APPLICATION TYPE: Works to trees covered by TPO
COMMENT: No Objection

APPLICATION NO & SITE ADDRESS: Planning Consultation - 203620 - Vine Cottage, 20a Etnam Street, Leominster, Herefordshire, HR6 8AQ

DESCRIPTION: Horse Chestnut T1 - Crown raise by approximately 2m in height using drop crotch pruning, reducing back branches no more than approximately 100mm in diameter. Crown thin entire tree by approximately 20-25% to reduce weight loading and wind resistance on larger limbs and to reduce excessive shading.

APPLICANT(S): Dr Andrew Mayes
GRID REF: OS 349753, 258879
APPLICATION TYPE: Works to Trees in a Conservation Area
COMMENT: No Objection

APPLICATION NO & SITE ADDRESS: Planning Consultation - 203304 - Little Lasslen, Wharton, Leominster, Herefordshire HR6 0NX

DESCRIPTION: Proposed conversion of garage into 2-bedroom annexe with single storey extension, solely ancillary to Little Lasslen.

APPLICANT(S): Mr & Mrs Brien
GRID REF: OS 350912, 255686
APPLICATION TYPE: **Full Householder**
COMMENT: No Objection submitted as a general comment as a restriction should be placed on the property for ancillary use only for Little Lasslen.

(e) Planning Application Decisions made under Delegated Powers to the Clerk – The following applications have had a comment submitted following consultation with Councillors on the Planning & Highways Committee and were ratified at this meeting.

APPLICATION NO & SITE ADDRESS: Planning Consultation - 203196 - Appleton, Orchard Lane, Leominster, Herefordshire, HR6 8PW

DESCRIPTION: Proposed single storey extension.

APPLICANT(S): Mr P J Hicks
GRID REF: OS 348777, 258360
APPLICATION TYPE: Full Householder
COMMENT: No Objection

APPLICATION NO & SITE ADDRESS: Planning Consultation - 202832 - 32 Burgess Street, Leominster, Herefordshire, HR6 8DE

DESCRIPTION: Proposed repairs to roof.

APPLICANT(S): Mr Ieuan Price
GRID REF: OS 349481, 259120
APPLICATION TYPE: Listed Building Consent
COMMENT: No Objection

- (f) **Tree Officer** - Cllr. Rumsey had indicated that he wished to resign from the post of Leominster Town Council Tree Officer. Following discussion, the chair requested that a letter be sent to Cllr. Rumsey asking him to reconsider as his hard work, knowledge and commitment were valued by the Planning & Highways Committee.
- (g) **Formal Complaint to Herefordshire Council** – Following discussion it appears that the Neighbourhood Development Plan isn't taken into account with the applications to remove trees and replanting isn't enforced.
- (h) **Councillor Training** – it was **RESOLVED** that the clerk should investigate Planning Training for the Committee with HALC.

PH97/20 DECISIONS

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

Leominster South

Number: P200726/L

Current status: Determination Made

Decision: Approved with Conditions

Type: Listed Building Consent

Location: Alba Bargates Leominster Herefordshire HR6 8EY

Proposal: Proposed replacement of all of the external windows and the front door with timber casement windows and wood panelled door, obscure glaze to rear window.

Comment: No Objection

Leominster South

Number: P202889/AM

Current status: Determination Made

Decision: Approved with Conditions

Type: Non Material Amendment

Location: Brierley Court Hop Farm Brierley Lane Brierley Leominster Herefordshire HR6 0NU

Proposal: Non-material amendment to 160811/F (Proposed demolition two agricultural buildings and the erection of eight detached dwellings, new vehicular access, the diversion of a Public Right of Way, installation of traffic calming measures. Pursuant to the making of a Traffic Regulation Order, reducing the speed limit from the national limit to 30mph) - to allow changes to elevations.

Comment: No Comment

Leominster South

Number: P202575/FH

Current status: Determination Made

Decision: Approved with Conditions

Type: Full Householder

Location: 3 Ryelands Orchard Leominster Herefordshire HR6 8QQ

Proposal: Proposed extensions

Comment: No Objection

Leominster South

Number: P202548/FH

Current status: Determination Made

Decision: Approved with Conditions

Type: Full Householder

Location: 49 Newlands Drive Leominster Herefordshire HR6 8PR

Proposal: Proposed first floor extension to side and single storey extension to rear.

Comment: No Objection

Leominster South

Number: P202645/F

Current status: Determination Made

Decision: Approved with Conditions

Type: Planning Permission

Location: Morrisons Supermarket Leominster Herefordshire HR6 8RH

Proposal: Proposed vehicle parking canopy within existing service yard.

Comment: No Objection

Leominster East

Number: P202042/K

Current status: Determination Made

Decision: Trees in Cons Area Works Can Proceed

Type: Works to Trees in a Conservation Area

Location: 40a Broad Street Leominster Herefordshire HR6 8BS

Proposal: T1 Spruce tree - Fell/dismantle to ground level. T2 Holly tree - Fell. T3 - Silver Birch tree - Fell. T4 - Ash tree - Fell/dismantle to ground level.

Comment: Objection

Leominster East

Number: P202683/PA2

Current status: Determination Made

Decision: Withdrawn

Type: (Part 3) Class O - Prior Approval

Location: 28 West Street Leominster Herefordshire HR6 8ES

Proposal: Prior notification for change of use from Shops (Class A1), Financial and Professional Services (Class A2), Betting Offices or Pay Day Loan Shops (Sui Generis Uses) to Assembly and Leisure (Class D2) - change to dog grooming.

Comment: No Objection

Leominster West

Number: P202172/F

Current status: Determination Made

Decision: Approved with Conditions

Type: Planning Permission

Location: Vacant site adjacent to 54 Green Lane Leominster Herefordshire HR6 8QW

Proposal: Application for variation of condition 2 following grant of planning permission. 171903 (Proposed construction of a pair of semi-detached dwellings) To allow the design of the approved semi-detached houses to be amended (For DOC 2 3 4 5 6 & 7 see 203386).

Comment: No Objection

Leominster West

Number: P203146/FH

Current status: Determination Made

Decision: Withdrawn

Type: Full Householder

Location: China Hall Kingsland Leominster Herefordshire HR6 9QY

Proposal: Application for variation of condition 2 and removal of condition 4 of planning permission P141743/FH (Proposed first floor side extension, construction of link to existing outbuilding, conversion of attached stone outbuilding including raising eaves and ridge level to increase headroom and alteration to vehicle access). To allow field access for farm machinery and new driveway routing and access dimensions.

Comment: No Objection

Leominster North & Rural

Number: P202915/K

Current status: Determination Made

Decision: Trees in Cons Area Works Can Proceed

Type: Works to Trees in a Conservation Area

Location: Dales Cricket Club, Sports Ground Mill Street Leominster Herefordshire HR6 8EB

Proposal: Lime trees (T1-T7) - crown raise as causing obstruction to vehicles and pedestrians on the road.

Comment: No Objection

Leominster North & Rural

202561 Works to Trees in a Conservation Area

05/08/2020 B And Q, Mill Street, Leominster, Herefordshire, HR6 8EF

5 DAY NOTICE -

Willow tree leaning in to car park.

Health and; safety concern. 1. Stage Cut the leaning willow tree back 6 meters; into the woodland area. 2. Cut any other branches that are now leaning; over to the B&Q Carpark to make safe and remove risk. 3. Removal of; all green waste from site that is associated with this work. B and Q Store B And Q, Mill Street, Leominster, Herefordshire, HR6 8EF Ground Control Ltd

21/09/2020 Tree works: 5-day Notice

PH98/20 HIGHWAYS AND PARKING MATTERS

(c) Highway and Parking Matters

The clerk raised the concerns sent in via email sent to the Town Council and Ward Member, Cllr. John Stone, by a member of the public, about speeding traffic on Mill Street. A response had been sent by the clerk detailing the plans to set up a Community Speed Watch Group and relaying information from the Police regarding the collection of speed data from Mill Street and other problem areas in relation to speeding highlighted by the Town Council. Following speed data collection the areas will be risk assessed before carrying out Community Speed Watch training for volunteers.

PH99/20 LICENCING MATTERS

Following discussion, the committee **RESOLVED** that they had No Objection to the licencing application for Drapers Lane Deli, 27 Drapers Lane, Leominster, HR6 8ND.

Committee discussed the current Licencing Policy Consultation. This will cover the next five years and sets out the principles that will be applied when making licencing decisions. Comments from councillors will be sent to the clerk by 20th November 2020.

PH100/20 DATE OF NEXT MEETING

Committee noted that the next meeting would be held on Monday 30th November 2020 commencing at **18:00 hours** either remotely via Zoom or in the Council Offices, 11 Corn Square, Leominster, HR6 8YP depending on the lifting of social distancing restrictions by central government. There being no other business the meeting closed at 19:29 hours.

CHAIR:

DATE:

LEOMINSTER TOWN COUNCIL

COMMUNICATIONS & EVENTS COMMITTEE

Minutes of the Communications & Events Committee meeting held on Tuesday 15th September 2020 commencing at 11:30am remotely via Zoom.

MEMBERS PRESENT: Councillors Rumsey (Chair), Murdoch (Vice-Chair), Smith-Winnard, Sutcliffe (11.38) and Thomas.

OFFICERS PRESENT: Town Clerk, Market Officer, TIC Manager, Grants and Projects Officer (11.50).

CE21/20 APOLOGIES FOR ABSENCE

No apologies for absence were received.

CE22/20 DECLARATIONS OF INTEREST

Cllr. Smith-Winnard – Leominster in Bloom
Cllr. Sutcliffe – Farmer's Market

CE23/20 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

CE24/20 QUESTIONS FROM THE PUBLIC

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

CE25/20 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Communications and Events Committee meeting held on Tuesday 14th July 2020 be agreed and signed as a correct record when the social distancing restrictions are lifted by central government.

CE26/20 CLERK'S REPORT

The clerk reported that running alongside the High Street Heritage Action Zone (HSHAZ) programme there will be a separate amount of funding that can be used to provide a Cultural programme. The Projects and Grants Officer provided further detail later in the meeting.

CE27/20 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 note that the Friday Market is now up to the capacity of stall holders pre-COVID-19 and that positive feedback has been received regarding the layout.
- To note that the current footfall is good and some traders carry out deliveries after the market has finished.
- The Farmers Market is picking up and the new layout, for social distancing reasons, is appreciated by traders and customers.

- An enquiry was made regarding the Leominster In Bloom Plant Fair to be held on the Grange. At this current time markets need social distancing measures put in place but otherwise they can still trade.
- Following adjustments, the Victorian Street Market on Saturday 12th September, will still go ahead. It was recognised that this could change due to the government regulations being tightened.
The Market Manager left the meeting at 11.45am.

CE28/20 TOURIST INFORMATION CENTRE

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

- To note the report;
- To note that a new TIC assistant has now been recruited and trained so we now have the capacity to extend opening hours.
- To investigate boosting the Wifi and the addition of a key safe for the Servant's Quarters flat.
- To investigate Apple themed recipe posters to support 'Apples in Autumn' through the Visit Herefordshire re-launch promotional campaign.
- To record thanks to the Tourist Information Centre Manager for her hard work to enable the Tourist Information Centre to remain open in difficult times.

CE29/20 COMMUNICATIONS & EVENTS UPDATE REPORT

Committee received an update from the Town Clerk.

The Grants and Projects Officer presented a verbal update on the LEADER/ signage project and HSHAZ.

Committee considered the update report and, following discussion, **RESOLVED**:

- To note the reports;
- To cancel the Christmas Light Switch-On Event and Through the Wardrobe town council event for 2020 as a result of the COVID-19 pandemic and the related social distancing issues and public safety. This was proposed by Cllr. Rumsey and seconded by Cllr. Thomas.
- To investigate an alternative Christmas Light Switch-On coverage.
- To investigate an alternative event in association with a local charity.
- To note that that the Party in the Park ticket refunds have been advertised on social media.
- To note the verbal report from the Projects and Grants Officer regarding signage;
 - Work is currently ongoing to complete the events panels for the bottom of the new Welcome Signage.
 - That permission for the new car park signage should be received from Herefordshire Council by the end of the week.
 - The interpretation boards are being supplied in two pieces, the panel and the lectern frame. The boards are currently being manufactured so that the deadline of the end of October can be met.
 - The fingerposts have been delivered, checked and the foreman has commenced installation.

- To note that a Cultural Consortium will run alongside the economic and heritage development projects set out in the HSHAZ. Each of the 69 High Street have been asked to produce an accompanying Cultural Programme. To celebrate what is unique about the high street location. The brief is very broad and the Cultural Programme can include art, theatre, festivals, literature, music and dance, amongst other activities. The Cultural Programme for each town needs to be developed by a Cultural Consortium, made up of representatives from the local community who are already engaged in delivering arts and culture in the town. The role of the Consortium is to design and deliver Leominster's Cultural Programme, with support from Herefordshire Council and Leominster Town Council. The Consortium is able to apply for funding of between £10,000 and £80,000 to develop the Programme, which will need to be delivered between 2021-2024.
- To note that the clerk had contacted the other market towns to arrange a meeting of the Market Towns Forum but had to postpone. Another meeting will be arranged shortly.
- To discuss the Civic Service at the next Full Council meeting on 28th September 2020.
- To note that the clerk has had a meeting with a representative of the Royal British Legion to discuss available options for a Remembrance Sunday event and further advice is being sought at this time.
- To note that the High Sheriff will now visit the town council offices and town on Friday 9th October 2020.
- That Aubergine had been contacted regarding a new website and initial discussions about requirements had taken place.

CE 30/20 DATE OF NEXT MEETING

Committee noted that the next Communication and Events meeting would be held on Tuesday 17th November 2020 at 11:30am either remotely via Zoom or in the Council Chamber, 11 Corn Square, Leominster HR6 8YP depending on the social distancing restrictions being lifted by central government.

There being no other business, the Chair thanked members for their attendance and closed the meeting at 12:42pm.

CHAIR:

DATE:

LEOMINSTER TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the Finance & General Purposes Committee meeting held on Monday 26th October 2020 commencing at 19:00 hours remotely via 'Zoom'.

MEMBERS PRESENT: Councillors Murdoch (Chair), Bartlett, Davies, Marsh, Norman, Rumsey, Sutcliffe (19.03) and Thomas.

OFFICER PRESENT: Town Clerk

FG28/20 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr. Williams (Personal).

FG29/20 DECLARATIONS OF INTEREST

There were No Declarations of Interest made.

FG30/20 REQUESTS FOR DISPENSATIONS

There had been no requests for dispensations received.

FG31/20 QUESTIONS FROM THE PUBLIC

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

FG32/20 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Finance & General Purposes Committee meeting held on 7th September 2020 be agreed and signed as a correct record when social distancing restrictions are lifted.

FG33/20 CLERK'S REPORT

- Committee considered the offer from a member of the public to fund the repair of the Millennium Clock in Corn Square. It was **RESOLVED** that quotes for cleaning and repair should be sourced.
- The clerk informed the committee that the grant for the Podio Licence, which is used to store the volunteer database, had now been spent and that the council would now be required to fund it for the future. It was **RESOLVED** that the council would fund the continuation of the license until further funding has been secured.
- The matter of the withdrawal of free school meals during half term and possibly the Christmas holiday period was raised. Following discussion, it appears that families in need will be supported by Herefordshire Council, through The Living Room organisation. Families can also find support through Leominster Food Bank, Leominster COVID-19 SOS Group and several cafes or takeaways in the town.

FG34/20 FINANCIAL AND COMMITTEE MATTERS

- (a) **Income and Expenditure Report**
- Committee considered the final end of year report up to 30th September 2020 (Month 6) and the accompanying Budget Notes and it was **RESOLVED** 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 September and October 2020.
- (c) **Committee Report** – Committee considered the Committee Update Report and, following discussion, **RESOLVED**;
- To note the report;
 - To carry out a budget consultation at the Farmers Market on 14th November 2020 and the Friday Market on 20th November 2020.
 - To carry out budget consultation by way of an online survey which is currently being written;

FG35/20 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 application, the Committee **RESOLVED**:
- To allocate a grant of £1000 to the Leominster Meeting Centre in the budget for the next financial year.
- (b) **Quotes for the new security system at the Depot** – Committee considered the quotes and following discussion it was proposed by Cllr. Thomas, seconded by Cllr. Murdoch and unanimously **RESOLVED** to delegate authority to the clerk to commission an appropriate security system.
- (c) **Staff update** - Following discussion, it was **RESOLVED** to review the Environmental Services Supervisor Job Description before advertising the Post in January 2021.
It was also **RESOLVED** to extend the 3 month fixed term contract of the Tourist Information Assistant to a permanent 16 hours per week contract.

FG36/20 DATE OF NEXT MEETING

Committee noted that the next meeting of the Finance & General Purposes Committee would be held on Monday 14th December 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 20.55 hours.

CHAIR:

DATE:

LEOMINSTER TOWN COUNCIL

ENVIRONMENT AND SERVICES COMMITTEE

Minutes of the Environment & Services Committee meeting held on Monday 14th September 2020 19.00 hours remotely via Zoom.

MEMBERS PRESENT: Councillors Herschy (Chair), Smith-Winnard (Vice-Chair), Bartlett, Davies (19.05), Murdoch, Norman, Rumsey, Sutcliffe, Thomas.

OFFICERS PRESENT: Town Clerk and the Environmental Services Supervisor.

ES21/20 APOLOGIES FOR ABSENCE

No apologies for absence were received.

ES22/20 DECLARATIONS OF INTEREST

Cllr. Murdoch – Allotments

Cllr. Sutcliffe – Farmers Market

ES23/20 REQUESTS FOR DISPENSATIONS

There had been no requests for dispensations received.

ES24/20 QUESTIONS FROM THE PUBLIC

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

ES25/20 MINUTES OF PREVIOUS MEETING

Cllr. Thomas asked if Cllr. Harrington had been contacted regarding the verge pilot and it was stated that the clerk would contact Balfour Beatty with regards to this matter as the end of Summer cut had only just taken place.

It was **RESOLVED** that the minutes of the Environment & Services Committee meeting held on Monday 20th July 2020 be agreed and signed as a correct record as soon as the social distancing guidelines are relaxed further and normal meetings resume at 11 Corn Square.

ES26/20 CLERK'S REPORT

- The clerk reported that she had received notification that day regarding Leominster War Memorial from Historic England. It has been added to the List of Buildings of Special Architectural or Historic Interest. The building is now listed at Grade II. A report can be found on the following link: <http://services.historicengland.org.uk/webfiles/GetFiles.aspx?av=DDD26B0C-0CFC-4E0D-905F-2CCA6A92DB6D&cn=FFF4ECF8-1C47-4B8A-9A06-851977BD5958>
- There has been a request from CCTV office for the ivy to be removed from the Pine Trees on Etnam Street car park to improve vision. It was **RESOLVED** that the Environmental Services Supervisor should assess and action removal from the base of the trees.
- Trees were felled in a garden at the rear of Broad Street today as a result of the planning application lapsing. Cllr. Thomas proposed and Cllr. Norman seconded the proposal and it was **RESOLVED** that a formal complaint should be sent to the Leader of Herefordshire Council.

ES27/20 COMMITTEE UPDATE REPORT

Committee considered the update report and following discussion they

RESOLVED:

- To note the report;
- To investigate options to move the CCTV post, rather than remove/prune the Birch tree that is obstructing the view from the CCTV camera on The Grange.
- To agree a budget for tree maintenance to carry out a number of tree works each year.

ES28/20 GROUNDS TEAM UPDATE

Committee considered the report and **RESOLVED:**

- To note the report;
- To appoint Future Arbor Ltd to carry out a tree survey of Town Council open spaces as soon as possible. This was proposed by Cllr. Thomas and seconded by Cllr. Bartlett.
- To accept the 100 trees offered by the Environment Agency and heal them in at the allotment site. Suggestions for planting sites included the cemetery extension, the Enterprise Park and possibly sites associated with the NFU flood management scheme, subject to approval.
- To purchase 2 x 1kg bags of Restore and Enrich wild flower seed mixture by Boston Seeds to use in the verge trial areas at a cost of £196 and 1 x 1kg bag of Bees & Wild Flower mixture at a cost of £125 for the extended wild flower meadow on Ginhall Green to help tackle the decline in bees, butterflies and insect pollinators.
- To purchase 300 wildflower plugs to plant into the verges and wildflower meadow in the Spring at a cost of £185. The purchase of seeds and plugs was proposed by Cllr. Smith-Winnard, seconded by Cllr. Davies and unanimously voted for.
- To purchase a Greenmech Arborist 150 Wood Chipper at a cost of £14,125 + VAT (including operator and service training and the first service) to allow the Environmental Team to chip brash/branches on site saving time and the cost of fuel removing waste brash/branches to the allotment site for storage. There is now no storage facility for green waste on site at the allotments, so all green waste would have had to be disposed of privately at added cost to the town council. This was proposed by Cllr. Thomas, seconded by Cllr. Sutcliffe and unanimously agreed.

ES29/20 CONFIDENTIAL ITEMS

(a) Ginhall Green Easement – The Land Agent and the Town Council Solicitor are currently dealing with the developer on this matter.

ES30/20 DATE OF NEXT MEETING

Committee noted that the next meeting would be held on Monday 16th November 2020 at 19:00hrs either remotely via Zoom or in the Council Chamber, 11 Corn Square, Leominster HR6 8YP depending on the lifting of social distancing restrictions by central government.

There being no other business, the Chair thanked members for their attendance and closed the meeting at 20:18 hours.

CHAIR:

DATE:

LEOMINSTER TOWN COUNCIL

ENVIRONMENT AND SERVICES COMMITTEE

Minutes of the Environment & Services Committee meeting held on Monday 16th November 2020 19.00 hours remotely via Zoom.

MEMBERS PRESENT: Councillors Herschy (Chair), Smith-Winnard (Vice-Chair) (19:06), Bartlett, Davies, Murdoch, Norman, Parris (19:13), Rumsey, Sutcliffe, Thomas and Williamson (19:22).

OFFICERS PRESENT: Town Clerk

ES31/20 APOLOGIES FOR ABSENCE

No apologies for absence were received.

ES32/20 DECLARATIONS OF INTEREST

Cllr. Murdoch – Allotments

Cllr. Sutcliffe – Farmers Market/LARC

ES33/20 REQUESTS FOR DISPENSATIONS

There had been no requests for dispensations received.

ES34/20 QUESTIONS FROM THE PUBLIC

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

ES35/20 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Environment & Services Committee meeting held on Monday 14th September 2020 be agreed and signed as a correct record as soon as the social distancing guidelines are relaxed further and normal meetings resume at 11 Corn Square.

ES36/20 CLERK'S REPORT

- Communication has been received from Herefordshire Council regarding s106 funding amounting to £36,177.00 available towards the provision of open space facilities at Ropewalk Avenue and the possibility of an asset transfer. This will be raised on the agenda of the Full Council meeting on 30th November 2020.
- A letter has been received detailing the town council CCTV contribution for 2021/22 of £11,089.34.
- Binit Cardboard Recycling Scheme – a report was requested before the meeting but as the member of staff allocated to oversee the Leominster Scheme has left Binit, a short update was provided. The last skip exchange was 22nd September and it weighed 1.42 tonnes. This will be looked at in more detail before the next meeting.

ES37/20 COMMITTEE UPDATE REPORT

Committee considered the update report and following discussion they

RESOLVED:

- To note the report;
- To appoint a small Task & Finish Group to investigate the pollution of rivers with soil run off from agricultural activities as highlighted by the Environment Agency. The town council are currently waiting for a response from Balfour Beatty.
- That following a formal complaint by Leominster Town Council to Herefordshire Council regarding permission for removal of trees through the planning process, a meeting was held via Webex to clarify what Herefordshire Council can do about tree conservation and planting in Leominster. Cllr. Marsh, Cllr. Herschy, Herefordshire Council's Tree Officer and the Manager of the Built and Natural Environment met and a number of points were clarified. Following discussion, it was agreed to research the matter further.

ES38/20 CONFIDENTIAL ITEMS

Committee noted that there were no confidential items to consider.

ES39/20 DATE OF NEXT MEETING

Committee noted that the next meeting would be held on Monday 11th January 2021 at 19:00hrs either remotely via Zoom or in the Council Chamber, 11 Corn Square, Leominster HR6 8YP depending on the lifting of social distancing restrictions by central government.

There being no other business, the Chair thanked members for their attendance and closed the meeting at 20:14 hours.

CHAIR:

DATE:

Inv Date	Inv No.	PAYEE	AMOUNT	DETAILS	Transfer Date	REF (BACS)	12/10/2020
05/10/2020	3831	Shine On Window Cleaners	£46.00	window cleaning			
07/10/2020	46147	Station Motors (Leo) Ltd	£125.42	CP08 Rear Lamp			
07/10/2020	E4102840000 4	EDF	£101.08	Electricity-Unit7 Depot-Final Bill			
01/10/2020	4064	Roundabout Stationery	£73.33	office supplies			
07/10/2020	550767	Cleanmy	£88.81	toilet rolls,bin bags, sanitiser, signs			
23/10/2020	13668	Microshade Business Consultant Ltd	£650.87	IT Hosting			
26/10/2020	SM22333	Rialtas Business solutions Ltd RBS	£145.20	Asset Inventory Annual Support and Maintenance Licence			
Inv Date	Inv No.	PAYEE	AMOUNT	DETAILS	Transfer Date	REF (BACS)	22/10/2020
14/08/2020	26635	Leander Architectural	£4,332.00	50% of £8664 - Leominster signage- 11 boards (final payment)			
19/10/2020	551683	Cleanmy	£96.83	PPE & cleaning and hygiene products			
09/10/2020	550998	Cleanmy	£25.19	Health and safety poster			
22/10/2020	551991	Cleanmy	£68.46	Cleaning and hygiene products			
12/10/2020	0826AJA002	Travis Perkins	£155.17	tap,plumbing accessories.			
08/10/2020	0826AIZ916	Travis Perkins	£17.04	fence post, round wire			
20/10/2020	1000324568	British Heart Foundation	£116.00	Defibrillator pads	20/10/2020	Paid by Card	
14/10/2020	66831331	Hoople Ltd	£150.00	Advert placed on standard package for a Democratic Services Officer			
07/10/2020	INVLM201116 85	Wynnstay (Agricultural supplies) Ltd	£108.69	Redwood x12 and Staples			
01/10/2020	202019	Innocent Pilgrim	£47.40	TIC stock- Apple Badges x12			
14/10/2020	46196	Station Motors (Leo) Ltd	£482.39	CP08 camp belt, waterpump, antifreeze			
N/A	N/A	HMRC	£4,340.10	PAYE & NI-month 7	15/10/2020	1703764	
07/10/2020	13854/AG	GRANGE Heating Services Ltd	£8,688.00	Install heating and plumbing system - Corn Square			
01/10/2020	PR01833	Herefordshire council	£70.00	Corn Square Car Park premises Licence - annual fee			

Inv Date	Inv No.	PAYEE	AMOUNT	DETAILS	Transfer Date	REF (BACS)	23/10/2020
12/11/2019	0196	Leominster Carpets	£129.00	supply of Rug - Servant Quarter			Late invoice-supplier mistake
01/10/2020	N/A	The Ancient and Honorable Guild of Town Criers	£35.00	Membership fee			
13/10/2020	41/1516	Richard Brookman	£1,557.00	Market Management 27/03/2020-08/05/2020			
02/09/2020	PR01788	Herefordshire Council	£180.00	Premises Licence Fee-Corn Square	23/10/2020	paid by card	
N/A	PR01788	Herefordshire Council	£23.00	Licence Transfer Fee - to Gill Ding	23/10/2020	paid by card	
13/10/2020	6414	Bromyard Laundrette	£76.70	For September services: delivery no. 80+4+62+80	PAID on 02/10/2020 (£50) & 15/10/2020 (£26.70)		
22/10/2020	16505	C.Townsend Ltd	£9.98	2D 16 Watt 2 Pin Lamp x2			
Inv Date	Inv No.	PAYEE	AMOUNT	DETAILS	Transfer Date	REF (BACS)	23/10/2020
22/10/2020	67	N Davies	£28.00	TIC stock - cards x28 sold			
23/10/2020	617	Future Arbor Ltd	£1,440.00	Tree survey			
19/10/2020	3031	Fircone Books	£58.50	TIC stock-books			
Inv Date	Inv No.	PAYEE	AMOUNT	DETAILS	Transfer Date	REF (BACS)	03/11/2020
21/10/2020	0826AJA420	Travis Perkins	£39.27	Featheredge x2, postcrete c6			
26/10/2020	0826AJA579	Travis Perkins	£56.27	Kiln dried timber x 9			
20/10/2020	0826AJA369	Travis Perkins	£55.54	Padbolt, kiln dried timberx2,hingex2, treated timber x1			
28/10/2020	LNNOV0426	The Leominster News	£120.00	November issue			
26/10/2020	20-10-982	David Gee Photography	£48.00	Photos of tomb of King John in Worcester Cathedral			
30/10/2020	3290	Herefordshire Environmental Services Ltd	£96.00	Pest control corn square 30/10/2020-29/01/2021			
30/10/2020	13718	Microshade Business Consultants Ltd	£330.00	Accounting Support October 2020			
30/09/2020	80617	Green Mech Ltd	£16,950.00	Purchase of Wood Chipper - Arborist 25HP Kubota Diesel			
26/10/2020	47815	BOSS	£31.20	printing and copying			
31/10/2020	161451	Quickskip Recycling	£74.40	Wheelie bin - Corn Square			

Date: 04/11/2020

27/10/2020	184333	Mayglothing Waste Management	£1,500.00	Replace pipework - Allotment			
28/10/2020	552442	Cleanmy	£44.26	900ml Bulk fill soap dispenser			
26/10/2020	46266	Station Motors (Leo) Ltd	£143.92	CP08-recover due to non-start - check and repair			
30/10/2020	46299	Station Motors (Leo) Ltd	£134.39	CP08-battery replacement			
19/10/2020	190520CG8	Emma Beebee Art	£420.00	TIC stock-sale of cards			
27/10/2020	4877	Risbury Rapeseed Oil	£155.62	TIC stock-sauces and dressings			
24/10/2020	67	P.Evans	£60.00	TIC stock-Honey x15 jars			

Inv Date	Inv No.	PAYEE	AMOUNT	DETAILS	Transfer Dat	REF (BACS)	10/11/2020
31/10/2020	31102020	Dynamis Adventures	£396.59	Baron Cross Youth Provision pilot - initial payment (total grant £995.67)			
21/10/2020	501882	Arrow Plant & Tool Hire	£58.84	Waterproof boots, anti-glare eyeshield			
30/10/2020	502380	Arrow Plant & Tool Hire	£7.20	thin cutting disc			
29/10/2020	502226	Arrow Plant & Tool Hire	£74.49	Sawblade, calor propane			
29/10/2020	502225	Arrow Plant & Tool Hire	£140.88	strimmer line, fibre disc, drill bits, batteries, broom, first aid kit, dust pan set, cigarette bin. Corner brace was incorrectly added to our bill so a credit note will be issued for £2+VAT (£143.28-£2.4=£140.88)			
31/10/2020	6464	Bromyard Laundrette	£51.80	Laundry - servant Quarter			
31/10/2020	635634	Leominster Building Supplies	£466.62	tape,rivets,spray paints,bolt,trousers,screws, cable clips, socket, hooks, hasp,bin, lance spray,refuse sacks, contibord,smoke alarm, painting accessories			
N/A	N/A	Worcestershire Pension Fund	£4,956.38	Pension Contribution - October 2020	04/11/2020	2017314	
03/11/2020	N/A	Lena Dahnsjo	£410.00	Town Clerk's Robe			
01/11/2020	26260	InTouchNow	£35.99	Monthly fee - website			
02/11/2020	1675	D.M. Electrical Services	£650.00	Carried out and supplied electrical installation condition report.			
02/11/2020	4312	Roundabout Stationery	£96.13	office stationery			
03/11/2020	552978	Cleanmy	£44.32	Wipes and toilet rolls			
03/11/2020	552979	Cleanmy	£107.16	Disposable gloves x10 boxes			
04/11/2020	552980	Cleanmy	£26.39	Phoenix Key Box			
03/11/2020	552981	Cleanmy	£49.90	Surface Sanitizer x 6 cases			
01/11/2020	3856	Shine On Window Cleaners	£46.00	window cleaning			
01/11/2020	MQI-2640	millenniumquest	£3,852.00	Repair timers			
08/11/2020	SB20202528	PKF Accoutants & business advisers	£1,560.00	Year end- External audit			
31/10/2020	42669	Wynnstay	£98.81	Redwoodx12, staples			
06/11/2020	30668	Herefordshire Fire Alarm Services Ltd (HFAS)	£492.00	carry out fire alarm panel linking			
31/10/2020	SI-847	DC Gardening Services	£144.00	Hedge cutting - allotment			
27/10/2020	0826AJA641	Travis Perkins	£18.76	Kiln dried timber x3			

Date: 10/11/2020

31/10/2020	1117	Etnam News	£16.55	Milk and sugar			
N/A	N/A	Worcestershire Pension Fund	£5,166.40	Pension Contribution - November 2020			
N/A	N/A	HMRC	£4,136.63	PAYE and NI contribution - November 2020			

Date: 17/11/2020

Inv Date	Inv No.	PAYEE	AMOUNT	DETAILS	Transfer Dat	REF (BACS	17/11/2020
28/10/2020	1097	Safe and Secure Garage Doors Ltd	£144.00	Service to commercial door - retentioned			
13/11/2020	7731	The Visual Works	£3,930.00	interpretation boards design concept and final art work, Priory Precinct illustration, Wall mounted tourist info sign. Design & rework map illustration			
12/11/2020	SI-856	DC Gardening Services	£636.00	installation of new pedestrian directional signs			
12/11/2020	553744	Cleanmy	£62.34	Plastic overshoes, disinfectant wipes			
12/11/2020	553745	Cleanmy	£32.30	Disinfectant wipes			
13/11/2020	553811	Cleanmy	£33.68	First Aid kits			
11/11/2020	INV-3524	Top Plants (Trade Only Plant Sales Limited)	£309.60	Christmas Tree			
08/11/2020	N/A	Jon Goodman	£25.00	Room booking cancellation refund			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Finance and General Purposes</u>								
<u>101 Administration - Central Costs</u>								
1076 Precept	0	557,574	557,574	0			100.0%	
Administration - Central Costs :- Income	0	557,574	557,574	0			100.0%	0
4012 Software, IT and Support	675	4,900	7,000	2,100		2,100	70.0%	
4014 Website	30	233	1,000	767		767	23.3%	
4016 Photocopier	85	976	3,500	2,524		2,524	27.9%	
4019 Recruitment	125	125	500	375		375	25.0%	
4020 Advertising	0	0	500	500		500	0.0%	
4027 Equipment	13	145	1,000	855		855	14.5%	
4030 Telephone	353	2,466	4,000	1,534		1,534	61.6%	
4035 Postage	11	115	700	585		585	16.4%	
4040 Printing and Stationery	87	412	1,800	1,388		1,388	22.9%	
4048 Subscriptions	0	2,564	2,640	76		76	97.1%	
4050 Insurance	0	7,494	7,500	6		6	99.9%	
4900 Contingency	203	238	2,000	1,762		1,762	11.9%	
Administration - Central Costs :- Indirect Expenditure	1,582	19,669	32,140	12,471	0	12,471	61.2%	0
Net Income over Expenditure	(1,582)	537,905	525,434	(12,471)				
<u>105 Corporate Management</u>								
4000 Salaries	10,759	75,935	145,000	69,065		69,065	52.4%	
4008 Travel and Subsistance	59	419	2,100	1,681		1,681	20.0%	
4010 Conferences and Training	90	914	2,500	1,586		1,586	36.6%	
4125 Bank Charges	58	242	1,000	758		758	24.2%	
4130 Accountancy/Corporate Gov.	275	2,523	2,200	(323)		(323)	114.7%	
4131 Internal Audit	0	275	600	325		325	45.8%	
4132 External Audit	0	0	1,500	1,500		1,500	0.0%	
4135 Legal and Professional	(833)	702	500	(202)		(202)	140.4%	
4140 Employment/Health & Safety	21	21	2,140	2,119		2,119	1.0%	
Corporate Management :- Indirect Expenditure	10,428	81,031	157,540	76,509	0	76,509	51.4%	0
Net Expenditure	(10,428)	(81,031)	(157,540)	(76,509)				
<u>110 Democratic Services</u>								
4200 Elections	0	0	1,500	1,500		1,500	0.0%	
4210 Mayor's Allowance	0	0	4,000	4,000		4,000	0.0%	
4211 Mayor Making	0	0	1,100	1,100		1,100	0.0%	
4212 Civic Events	0	0	1,500	1,500		1,500	0.0%	

Detailed Income & Expenditure by Budget Heading 31/10/2020

Month No: 7

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4215 Civic Regalia	60	60	1,000	940		940	6.0%	
4220 Civic Officers	0	0	1,200	1,200		1,200	0.0%	
Democratic Services :- Indirect Expenditure	60	60	10,300	10,240	0	10,240	0.6%	0
Net Expenditure	(60)	(60)	(10,300)	(10,240)				
<u>115 Grants</u>								
1065 Small Grants Received	0	482	0	(482)			0.0%	
Grants :- Income	0	482	0	(482)				0
4235 General Grants	8,600	11,532	10,000	(1,532)		(1,532)	115.3%	
4236 Community Centre	0	0	8,000	8,000		8,000	0.0%	
4237 Grange Court	0	7,000	7,000	0		0	100.0%	
4238 Youth Funding	397	2,147	9,000	6,853		6,853	23.9%	
4239 CAB Grant	0	8,000	8,000	0		0	100.0%	
4241 Small Grants Expenditure	35	483	0	(483)		(483)	0.0%	
Grants :- Indirect Expenditure	9,031	29,161	42,000	12,839	0	12,839	69.4%	0
Net Income over Expenditure	(9,031)	(28,679)	(42,000)	(13,321)				
<u>125 Corn Square</u>								
1400 Income-Room Hire	42	3,611	17,000	13,389			21.2%	
1403 Income Flat	506	3,426	13,000	9,574			26.4%	
Corn Square :- Income	548	7,037	30,000	22,963			23.5%	0
4180 Cleaning	425	3,013	2,400	(613)		(613)	125.5%	
4181 Window Cleaning	0	46	600	554		554	7.7%	
4182 Electricity	222	1,058	3,500	2,442		2,442	30.2%	
4183 Gas	60	960	3,500	2,540		2,540	27.4%	
4185 Business Rates	1,010	7,075	11,500	4,425		4,425	61.5%	
4186 Water Rates	76	532	1,800	1,268		1,268	29.6%	
4187 Repairs and Renewals	134	3,187	3,500	313		313	91.1%	
4188 Fixtures and Fittings	253	1,027	2,500	1,473		1,473	41.1%	
4700 Loan Repayments	0	13,636	27,734	14,098		14,098	49.2%	
Corn Square :- Indirect Expenditure	2,179	30,534	57,034	26,500	0	26,500	53.5%	0
Net Income over Expenditure	(1,631)	(23,497)	(27,034)	(3,537)				
<u>130 Tourist Information</u>								
1010 Income-Commission	0	37	1,400	1,363			2.6%	
1510 Income-Coach trips	0	21	8,000	7,979			0.3%	
1511 Income-Books & Maps	252	1,195	4,900	3,705			24.4%	

Detailed Income & Expenditure by Budget Heading 31/10/2020

Month No: 7

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1512 Income-Cards	82	255	1,400	1,145			18.2%	
1513 Income-Souvenirs	368	719	6,600	5,881			10.9%	
1514 Income-Food/Drinks	283	596	4,500	3,904			13.2%	
1515 Income-Craft	0	195	2,400	2,205			8.1%	
1516 Income-Advertising	0	0	300	300			0.0%	
1519 Income-Green Sacks	657	3,640	0	(3,640)			0.0%	
Tourist Information :- Income	1,642	6,659	29,500	22,841			22.6%	0
3000 Cost of Sales	748	2,758	18,000	15,242		15,242	15.3%	
3010 Costs-Coach Trips	0	21	8,000	7,979		7,979	0.3%	
4000 Salaries	3,858	27,734	50,000	22,266		22,266	55.5%	
4028 Green Sacks Purchase	400	3,600	0	(3,600)		(3,600)	0.0%	
Tourist Information :- Indirect Expenditure	5,006	34,113	76,000	41,887	0	41,887	44.9%	0
Net Income over Expenditure	(3,364)	(27,454)	(46,500)	(19,046)				
Finance and General Purposes :- Income	2,190	571,752	617,074	45,322			92.7%	
Expenditure	28,287	194,568	375,014	180,446	0	180,446	51.9%	
Movement to/(from) Gen Reserve	(26,098)	377,184						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Environment and Services</u>								
<u>201 Open Spaces</u>								
4000 Salaries	13,992	92,575	171,000	78,425		78,425	54.1%	
4006 Uniforms	100	1,360	1,400	40		40	97.2%	
4027 Equipment	224	620	3,000	2,380		2,380	20.7%	
4187 Repairs and Renewals	0	257	3,000	2,743		2,743	8.6%	
4300 Maintenance	14	712	8,000	7,288		7,288	8.9%	
4320 Vehicle Maintenance	738	2,051	3,000	949		949	68.4%	
4321 Vehicle Fuel	385	1,925	3,000	1,075		1,075	64.2%	
4350 Street Cleaning	0	0	500	500		500	0.0%	
4351 Waste	1,646	4,510	7,000	2,490		2,490	64.4%	
4355 Tree Management	1,200	2,760	2,500	(260)		(260)	110.4%	
4356 Climate Management	2,500	2,500	3,000	500		500	83.3%	
4999 Reallocated Labour Costs	0	(397)	0	397		397	0.0%	
Open Spaces :- Indirect Expenditure	20,799	108,873	205,400	96,527	0	96,527	53.0%	0
Net Expenditure	(20,799)	(108,873)	(205,400)	(96,527)				
<u>202 Depot</u>								
4050 Insurance	0	498	0	(498)		(498)	0.0%	
4180 Cleaning	0	244	900	656		656	27.1%	
4182 Electricity	96	408	800	393		393	50.9%	
4185 Business Rates	196	589	2,100	1,511		1,511	28.1%	
4186 Water Rates	87	87	550	463		463	15.9%	
4187 Repairs and Renewals	126	4,848	3,055	(1,793)		(1,793)	158.7%	
4188 Fixtures and Fittings	56	2,150	1,000	(1,150)		(1,150)	215.0%	
Depot :- Indirect Expenditure	561	8,824	8,405	(419)	0	(419)	105.0%	0
Net Expenditure	(561)	(8,824)	(8,405)	419				
<u>203 Allotments</u>								
1120 Income-Allotments	2,570	4,052	5,000	948			81.0%	
Allotments :- Income	2,570	4,052	5,000	948			81.0%	0
4025 Miscellaneous	0	567	500	(67)		(67)	113.4%	
4184 Rent	113	840	1,500	660		660	56.0%	
4186 Water Rates	34	238	500	262		262	47.6%	
4300 Maintenance	1,342	1,962	1,000	(962)		(962)	196.2%	
Allotments :- Indirect Expenditure	1,490	3,607	3,500	(107)	0	(107)	103.1%	0
Net Income over Expenditure	1,080	444	1,500	1,056				

Detailed Income & Expenditure by Budget Heading 31/10/2020

Month No: 7

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>205 Market</u>								
1402 Income-Market	1,280	2,040	16,000	13,960			12.8%	
Market :- Income	1,280	2,040	16,000	13,960			12.8%	0
4005 Market Management	0	989	6,000	5,011		5,011	16.5%	
4020 Advertising	0	250	2,000	1,750		1,750	12.5%	
4048 Subscriptions	0	358	360	2		2	99.4%	
Market :- Indirect Expenditure	0	1,597	8,360	6,763	0	6,763	19.1%	0
Net Income over Expenditure	1,280	443	7,640	7,197				
<u>220 Central Area Toilets</u>								
4182 Electricity	0	0	750	750		750	0.0%	
4185 Business Rates	165	1,152	1,700	548		548	67.7%	
4186 Water Rates	0	443	1,500	1,057		1,057	29.5%	
4300 Maintenance	0	6	500	494		494	1.2%	
Central Area Toilets :- Indirect Expenditure	165	1,601	4,450	2,849	0	2,849	36.0%	0
Net Expenditure	(165)	(1,601)	(4,450)	(2,849)				
<u>225 The Grange Toilets</u>								
4182 Electricity	42	154	1,100	946		946	14.0%	
4186 Water Rates	0	556	2,000	1,444		1,444	27.8%	
4300 Maintenance	129	157	500	343		343	31.4%	
The Grange Toilets :- Indirect Expenditure	171	867	3,600	2,733	0	2,733	24.1%	0
Net Expenditure	(171)	(867)	(3,600)	(2,733)				
<u>250 Economic Development</u>								
4023 Newsletter	120	960	1,560	600		600	61.5%	
4047 Market Town Forum	0	0	250	250		250	0.0%	
4230 Events Fund	0	0	5,000	5,000		5,000	0.0%	
4370 Leominster in Bloom	0	298	5,000	4,702		4,702	6.0%	
4375 CCTV	0	8,276	11,035	2,759		2,759	75.0%	
4380 Festive Lights	0	16,242	16,000	(242)		(242)	101.5%	
Economic Development :- Indirect Expenditure	120	25,776	38,845	13,069	0	13,069	66.4%	0
Net Expenditure	(120)	(25,776)	(38,845)	(13,069)				
<u>260 Capital Projects</u>								
1080 Loan Funded Projects	0	1,022	10,000	8,978			10.2%	

Detailed Income & Expenditure by Budget Heading 31/10/2020

Month No: 7

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1081 Funded From Earmarked Reserves	0	21	20,000	19,979			0.1%	
Capital Projects :- Income	0	1,043	30,000	28,957			3.5%	0
4027 Equipment	0	0	500	500		500	0.0%	
4305 Play Areas	0	0	9,500	9,500		9,500	0.0%	
4378 Signage Project	55	32,035	0	(32,035)		(32,035)	0.0%	
4700 Loan Repayments	0	7,603	14,000	6,397		6,397	54.3%	
4710 Capital Fund	0	0	85,000	85,000		85,000	0.0%	
4715 Secret Garden-Loan Funded	0	4,891	10,000	5,109		5,109	48.9%	
4716 Toilet Refurb-Reserve Funded	0	21	20,000	19,979		19,979	0.1%	
Capital Projects :- Indirect Expenditure	55	44,550	139,000	94,450	0	94,450	32.1%	0
Net Income over Expenditure	(55)	(43,508)	(109,000)	(65,492)				
Environment and Services :- Income	3,850	7,134	51,000	43,866			14.0%	
Expenditure	23,361	195,696	411,560	215,864	0	215,864	47.5%	
Movement to/(from) Gen Reserve	(19,511)	(188,562)						

Detailed Income & Expenditure by Budget Heading 31/10/2020

Month No: 7

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Planning and Highways</u>								
<u>300 Planning and Highways</u>								
4240 Travel Fund	0	179	4,500	4,321		4,321	4.0%	
Planning and Highways :- Indirect Expenditure	0	179	4,500	4,321	0	4,321	4.0%	0
Net Expenditure	0	(179)	(4,500)	(4,321)				
Planning and Highways :- Income	0	0	0	0			0.0%	
Expenditure	0	179	4,500	4,321	0	4,321	4.0%	
Movement to/(from) Gen Reserve	0	(179)						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Earmarked Reserves</u>								
901 Earmarked Reserves								
9000 Election Reserve	0	3,105	16,150	13,046		13,046	19.2%	
9001 CCTV Reserve	0	0	4,500	4,500		4,500	0.0%	
9002 Town Centre Enhancements	0	0	20,000	20,000		20,000	0.0%	
9003 Equioment Rolling Programme	4,740	4,740	20,725	15,985		15,985	22.9%	
9004 Play Equipment Reserve	0	0	6,000	6,000		6,000	0.0%	
9005 Public Convienience Reserve	0	21	51,800	51,779		51,779	0.0%	
9006 Youth Projects	0	0	8,350	8,350		8,350	0.0%	
9007 Capital Receipts Reserve	14,125	14,125	27,638	13,513		13,513	51.1%	
9008 Unspent Loans	0	0	150,466	150,466		150,466	0.0%	
Earmarked Reserves :- Indirect Expenditure	18,865	21,990	305,629	283,639	0	283,639	7.2%	0
Net Expenditure	(18,865)	(21,990)	(305,629)	(283,639)				
Earmarked Reserves :- Income	0	0	0	0			0.0%	
Expenditure	18,865	21,990	305,629	283,639	0	283,639	7.2%	
Movement to/(from) Gen Reserve	(18,865)	(21,990)						
Grand Totals:- Income	6,040	578,887	668,074	89,187			86.7%	
Expenditure	70,513	412,434	1,096,703	684,269	0	684,269	37.6%	
Net Income over Expenditure	(64,473)	166,453	(428,629)	(595,082)				
Movement to/(from) Gen Reserve	(64,473)	166,453						

2020/21 Month 7 Budget Notes

These notes are intended to accompany the budget reports for the end of month 7 of 2020/21 financial year. Comments on expenditure and income are listed by budget heading and cost centre.

101: Administration – Central Costs

4012: Software, IT and Support

- Expenditure includes end of year external accounting support for 2019/20 financial year.
- Overspend anticipated by the end of the financial year. No potential cost reductions have been identified, however external accounting support costs are anticipated to be reduced in subsequent years. Budget to be reviewed for 2021/22.

4014: Website

- Will be an area of overspend, due to changes required to adhere to government accessibility guidelines from 23rd Sept 2020. Will require contingency budget listed under 4900.

4030: Phone

- Expenditure includes costs for setting up remote phone access for office staff during COVID-19 lockdown.

4048: Subscriptions

- Subscriptions renew at the beginning of the financial year, only small additional spend anticipated.

4050: Insurance

- Insurance cover renews at the beginning of the financial year. This includes vehicle cover, buildings and contents, employer's liability and public liability. Possible overspend due to additional equipment being purchased.

105: Corporate Management

4130: Accountancy/Corporate Governance

- Expenditure is high at the beginning of the financial year, as it includes end of year accounting support.
- Overspend is now evident but costs should be lower in 2021/22 as a result of staff training.

4135: Legal and Professional

- Approx. £1000 of costs listed under this code to date are legal fees in relation to planning matters that are due to be reimbursed this month and legal work for New Depot lease.

115: Grants

4236: Community Centre

- Grant should show this month, will check with Finance Assistant.

125: Corn Square

4180: Cleaning

- Costs are still anticipated to be high for the remainder of this financial year, due to COVID-19 requirements. £800 has been moved over from cost centre 125-4180 to 202-4180 to cover remainder of the financial year for cleaning materials and COVID-19 PPE at the new depot.

1403: Income Flat

- Unlikely to reach budget due to two lockdown but three bookings for December.

4187: Repairs and Renewals

- Repair work undertaken while LTC Office and TIC closed due to COVID-19 restrictions.
- As a result of a fire risk assessment that took place at the end of August 2020, further essential works have been identified and are currently being costed.
- Anticipated overspend due to work Fire Risk Assessment required in the cellar.

130: Tourist Information Centre Income

- TIC extended trading on 1st Sept 2020. Month 6 figures show income to the end of September 2020.
- TIC ceased fully trading from 2nd November – 2nd December for second lockdown. Small amount of income from Click and Collect.

4028 & 1519: Green sacks purchase and income

- Green refuse sacks are being sold on request from Herefordshire Council. Sale cost includes purchase costs, plus a small subsidiary to cover cost of sales. Sale price is consistent with other local retail outlets.

201: Open Spaces**4006: Uniforms**

- We are still chasing up a refund on unsuitable uniform items but this will be an area of anticipated overspend as it covers staff other than the Environmental Team.
- Refund agreed and should show next month.

4321: Vehicle Fuel

- Mowing the town verges is now complete and the spend should now drop for the remainder of the year.

4355: Tree Management

- Includes emergency works on trees on Town Council properties. A tree survey is currently taking place, so this is an area of anticipated overspend. Tree surveys are required on a regular basis.
- Tree survey complete and no major issues, some work can be completed in house.

202: Depot**4180: Cleaning**

- £800 added from 125-4180 for materials for the remainder of 2020/21 and this includes COVID-19 PPE requirements.

4187: Repairs & Renewals

- Works required in order to make new depot space suitable for Environmental Team requirements. This will be an anticipated area of overspend to ensure that the new depot is compliant with Health & Safety guidelines.

4188: Fixtures & Fittings

- Again, works required on the new depot for Health & Safety compliance has led to an overspend.

203: Allotments**1120: Income – Allotments**

- Rent is now beginning to be paid.
- The majority of invoices have now been paid in full.

4025: Miscellaneous

- Includes subscription for the new allotment management software.

4300: Maintenance

- There will be an overspend as the drainage pipe repair has been addressed.

205: Market**1402: Income – market**

- Market income now showing but as we have gone into a 2nd lockdown only essential traders are allowed onto the market which will mean lower income for November /December.

250: Economic Development**4023: Newsletter**

- Costs have increased, so this is expected to be an area of overspend for 2020/21.

4375: CCTV

- Includes 3/4 payment instalments for 2020/21.

4380: Festive Lights

- Includes annual payment, plus costs for removal of lights required for essential tree work to take place. Further costs are expected in advance of Christmas 2020 due to work required to update infrastructure for efficiency and safety reasons.

Section 3 – External Auditor Report and Certificate 2019/20

In respect of **LEOMINSTER TOWN COUNCIL – HE0072**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The smaller authority has disclosed that it made proper provision during the year 2019/20 for the exercise of public rights, by answering 'Yes' to Section 1, Assertion 4. However, as was reported last year, we are aware that it failed to do this and therefore should have answered 'No' to this assertion. It has also disclosed that it took appropriate action on all matters raised in reports from internal and external audit, by answering 'Yes' to Section 1, Assertion 7, which, on the basis of the above, is not correct.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2019/20

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

08/11/2020

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Ward Report for Leominster South, November 2020

Dear All

It's sad that we are all so much more constrained now than when we last met in September. The centre of Leominster seems very quiet, so I am glad to see the Christmas lights going up and the tree ready for the Square. We all need some cheering up!

Rates of Covid infections in the county have risen considerably recently, though they are still lower at the time of writing in North Herefordshire. Thanks to you all for keeping to the Hands, Face, Space precautions, however tired we all are of them. They do make a difference!

I'm relieved that the Leominster support network has been able to restart and help during ongoing restrictions, also the Herefordshire Covid helplines on 01432 260027 or email talkcommunityhelpline@herefordshire.gov.uk.

Herefordshire Council work continues with briefings and meetings taking place via Zoom. Recently we went to a lively Arts Alive Village Hall cabaret event on Zoom - human ingenuity is a wonderful thing! And much needed, as social restrictions are sadly likely to be with us for some time to come. Leominster's markets have a valuable role to play here in providing space for people to meet and shop outside, while still following the rules in force.

Herefordshire Council **annual budget consultation** will start shortly. There has been a drop in several income streams and also increased expenditure, which has not been fully covered by grants from central government. So we face some difficult decisions on the revenue account. There is still scope for capital schemes - for instance, proposals for building council owned housing have moved along considerably. Please keep an eye out for the budget consultation and take part.

You can sign up for your own choice of alerts from Herefordshire Council, with choices including consultations, news, planning applications, school closures, bus transport, Council meetings, rubbish, recycling and social care at <https://www.herefordshire.gov.uk/council/sign-alerts?documentId=832&categoryId=200148> Herefordshire Council website also has information on the new **November 2020 Covid-19 Restrictions Grants** for businesses from central government.

Work towards an economic development strategy for the town is underway, with Herefordshire Council working in close partnership with the town. Data shows that in Leominster we have below average educational level and skills, so these, along with lesser shortfalls in income and employment opportunities are areas to focus on. Jobs in construction, also wholesale and retail, have declined markedly in the last 5 years so we need to find good alternatives moving forward.

And finally, this year has taken a toll on many people's mental health.

Visit <https://www.healthyminds.whct.nhs.uk/> to see what is available locally.

Our NHS Healthy Minds teams provide a range of free, confidential support including:-

- Online therapy which you do at your own pace and in your own time
- Groups and Courses where you can share (as much or as little as you wish) and learn from others
- More traditional 1:1 support
- The service can also help you access some of the great resources available in your local area which might be more appropriate for you, or which can complement the service we provide

Best wishes to you all for the remainder of 2020,
Cllr Trish Marsh

Ward Cllr for Leominster South

trish.marsh@herefordshire.gov.uk, Cllr Trish Marsh on Facebook

November 2020 report from Councillor Felicity Norman (Cabinet portfolio – Children and Families)

Herefordshire Council staff are mainly continuing to work from home and our meetings, including regular cabinet and Council meetings, continue online. At full Council it was pleasing to get support for the plans being developed for the Heritage High Streets funding for Leominster.

Other meetings that I have attended have included regular updates from the director of Public Health on the Covid 19 situation in the County; a briefing on the phosphate problem in our rivers, and lack of development; a briefing on the new Planning White Paper; a meeting to discuss shared concerns with the NFU; Healthwatch showcasing their work for the past year.

In Children and Families, we are working closely with schools to support them as children or their families show symptoms or are tested positive and have to be isolated. In spite of this, teachers and other school staff are coping well under extremely difficult circumstances, and attendance continues to be high at around 92%, well above the national average.

Herefordshire Council, schools, food banks and other voluntary organisations, ensured that all children entitled to them received free school meals over half term. This was over 3,200 children, a 25% increase since last year. We have also committed to ensuring they are provided over the Christmas break if the government does not step in.

We work with other local authorities to share best practise and improve our ways of working with vulnerable children and families.

We are working with the Safeguarding Partnership to protect children at risk from County Lines and other forms of exploitation and abuse.

We continue to provide Early Help to families who are having difficulties, avoiding the need for children to be taken into care. Signs of Safety practise helps develop the strengths in families and provides support and services to enable them to stay together.

We are developing local supported accommodation for young care leavers, and improving our training for foster carers to avoid the need for children to be placed in residential care.

Local events have included the visit of the High Sheriff, Patricia Thomas, to Leominster in early October, which seems to have been a great success, and which she thoroughly enjoyed; the Civic Service, which I was glad we were able to attend, although it was greatly reduced; the St Edfrith lecture from the Dean of Hereford Cathedral, Michael Tavernor the same evening; the Polish Remembrance service; the walkabout with Cllr Ellie Chowns and Council officers to look at possible projects in Leominster for the Market Towns Investment Programme. Sadly, the usual Remembrance service was very limited, with most of us observing the two minutes silence on our doorstep, and the laying of wreaths, arranged in a rota to observe social distancing.

Cllr. John Stone Ward Report for Leominster North and Rural 01584 711 227

Covid-19 developments

Another week of lockdown 2 remains and we await news on the new tier arrangements and what is happening over Christmas. It is good to hear that from December 3rd non-essential shops can open and grass roots sport can go ahead. This lockdown has been less stringent with schools and colleges remaining open and many more people able to work. Garden centres, recycling centres and dental surgeries have also been open but concern continues about the rising case numbers in Herefordshire and other areas and the consequent pressure on the NHS. I was pleased to see the opening of a Test Centre in the Broad Street car park in Leominster and there are two other testing sites in Hereford and one in Ross on Wye. The centres are open from 10.30 to 3.30pm every day and it will be much more convenient for residents that they are closer to home. The Centres run by NHS Test and Trace can be contacted by phoning NHS 119 or going on the website on www.gov.uk/get-coronavirus-test. There were 5,589 tests taken last week compared with 4,530 the previous week. There were 253 more confirmed cases last week bringing the county total since March to 2,191.

Meanwhile local businesses forced to close during this lockdown can apply for an Additional Restrictions Grant. The council has received funding of £3,856,000 from the Government to support businesses and charities affected by the lockdown period and information is available on the Council website. This should help non-essential retail and the leisure and hospitality sectors. I hope they will be able to reopen after December 2. The period before Christmas is so important to the local economy.

Schools

School attendance last week was on average 21,277 in Herefordshire which at 86% was just above the national average. Some classes and year groups have had to self-isolate but it is a great tribute to the hard work of teachers and the support of parents that schools have managed so well. The regular school routine and social contact has been so important for children and students whose education in most cases was interrupted for months. I also welcome the £170m Covid Winter Grant Scheme which should ensure that those eligible for free school meals will receive them in the Christmas holidays and up to March 2021. Councils not schools will be responsible for their distribution. A holiday activities and food programme will also be expanded next year. Well done Marcus Rashford for his recent successful campaign which will take some of the pressure off many families who are facing hardship in current circumstances. Many thanks also to local businesses and community groups who helped out with free meals over the October half term.

Balfour Beatty update

The recent resurfacing of the B4361 along Bridge Street up the River Lugg bridge is a great improvement and the repainted white lines on the nearby junctions and on the pelican crossing are very welcome too. I am also pleased with the new tarmac and the new white and yellow markings on either side of the level crossing in Mill Street. I appreciate the concerns expressed by residents in Mill Street about the speed and noise of the traffic there. The road is heavily used and the surface is very bumpy and uneven in places and in need of repair, which has been raised with Balfour Beatty. A community speed watch scheme is being explored and the Police are aware of the speeding problems mentioned. I will continue to follow this up in the coming months.

An issue has recently arisen over the possibility that a school crossing patrol near Leominster Primary School might not be replaced. I hope it will be agreed to recruit another patrol as the safety of young children in that busy area is paramount. This is very relevant in ROAD SAFETY WEEK. The Council's Road Safety team are delivering road safety messages at various schools and showing children how to put the Green Cross Code into practice.

Highways England

Councillors whose wards cover the A49 through Herefordshire met the new area manager of Highways England at a zoom meeting recently. Richard Timothy seemed very approachable and willing to listen and had done his homework. Several councillors will be contacting him over specific issues in the next few months and I shall be raising with him once again the urgent need for safety measures at the Salwey Arms junction at Woofferton. There was a fatal accident near the junction on the A49 recently and the new petrol station has led to more traffic queuing by the junction and adding to the dangers there. We are hoping to meet Mr Timothy on site after the lockdown but are not optimistic after many past disappointments .

Flooding

Herefordshire Council are asking anyone affected by flooding in February this year or October 2019 to complete a survey and make any comments by December 10th. Many homes and businesses were flooded across the county. The Council is gathering information and a summary of findings will be published next year. Residents affected can also apply for Property Resilience Grants to give their homes better protection.

Remembrance Sunday

I was pleased to attend the Mayor's Civic Service at The Priory after so many " virtual " events ,but the Remembrance occasions were greatly curtailed as the second lockdown started. I attended outdoor church services in Brimfield and Little Hereford which were allowed on Remembrance Sunday. The Two Minutes Silence was observed and wreaths laid and let's hope that by next November we can commemorate with fuller participation at all the ceremonies. LEST WE FORGET. I was also sorry not to be at the Polish Remembrance this year. The ceremony at the Polish war graves is very much part of the civic year and many thanks to Joe Cocker who has carried out so much research work .The Polish participation in the Battle of Britain should not be forgotten and I hope we will be paying our respects once again next year.

Finally, with the recent vaccine developments giving us a ray of hope I want to thank everyone in Leominster and neighbouring villages who has kept the community going over the past few difficult months. Many people have gone beyond the call of duty by caring and looking after neighbours and volunteering their services. We need to support our local shops, pubs and cafes who have in many cases looked after us. My thanks to the Town Council, Community Wheels, the Food Bank ,Leominster in Bloom, Leominster News, my fellow Ward Councillors and everyone else who has contributed in any way. I hope everyone can meet up with their families and have a safe and peaceful Christmas and let's toast better things in the New Year. Please stay safe and well .

LEOMINSTER TOWN COUNCIL

TALK COMMUNITY REPORT – NOV 2020

1. BACKGROUND

- 1.1 Herefordshire Council's Talk Community Team are looking to establish Talk Community Hubs in communities across Herefordshire – empowering local residents to support their communities by signposting to key services (using the WISH website and local knowledge). The aim is to build upon the strengths and facilities already present in communities by providing resources, including training and funding. Hubs can take many different forms and provide information/advice in different ways, depending on what works best for the community in which each hub is located.
- 1.2 Talk Community Hubs are delivered by the community, for the community and seek to connect residents with the services, groups and activities available in their local community or across the county.
- 1.3 A hub would normally be run by volunteers from the local community, unless an organisation is responsible for the community setting and employs paid staff. The volunteers or staff are trained to provide access to wide range of wellbeing related information, advice and signposting to local services, groups and activities, both within the community and across the county, to support people to live well and remain independent.
- 1.4 New Talk Community Hubs can apply to receive:
 - funding of up to £2,500 for setting up and developing the hub
 - free training for volunteers or staff
 - free additional promotion via WISH
- 1.5 Initial discussions have taken place between the Herefordshire Council Talk Community Team and representatives from Leominster Town Council, Team Leominster and other community organisations, in regards to exploring what a Talk Community presence might look like for Leominster. It has been suggested that Leominster could benefit from a series of interlinked hubs, at existing points of contact with the local community – either places with high footfall or key contact points for certain demographic groups. Hubs could potentially adopt a hub and spoke model, with a central hub working in collaboration with smaller satellite hubs.

2 TALK COMMUNITY AND LEOMINSTER TOWN COUNCIL

- 2.1 During initial discussions, the Leominster Town Council reception desk was raised as a potential candidate for a Talk Community Hub. Factors supporting this suggestion included:
 - a central location in Corn Square
 - good footfall and regular opening hours
 - an existing contact point for public advice and information.

- 2.2 On 11th November 2020, four members of Town Council staff attended a training session run by the Herefordshire Council Talk Community Team, in order to gain a greater understanding of the function of Talk Community Hubs and the role of the WISH website in supporting their work within the community.
- 2.3 After reviewing the training content, Council staff observed that there was very limited overlap between the range of queries addressed by the WISH website and those commonly raised by members of the public when contacting the Town Council. Council office staff raised concerns that becoming a Talk Community Hub would:
- a) significantly increase the workload of staff managing the Town Council reception desk.
 - b) lead to a decreased understanding amongst the general public of the distinction between services provided by the Town Council and those provided by Herefordshire Council as the local authority.
- 2.4 It was noted that Leominster Town Council had the capacity to support the Talk Community Hub network in Leominster by:
- signposting to Talk Community hubs in the town via the Town Council reception desk
 - using Town Council communication channels, notice boards, websites and social media accounts to promote Talk Community services and distribute information relating to public safety and wellbeing
 - provide a contact point between Leominster's Talk Community network and other local forums and initiatives (e.g. Team Leominster).

3. RECOMMENDATIONS

- 3.1 Due to the predicted impact on staff resource, it is recommended that Leominster Town Council does not apply to become a Talk Community Hub, but instead commits to supporting Leominster's Talk Community network in the alternative ways listed above (see point 2.4).

LEOMINSTER TOWN COUNCIL

CULTURAL CONSORTIUM REPORT – NOV 2020

1. BACKGROUND

- 1.1 As a condition of receiving High Street Heritage Action Zone (HSHAZ) funding, Leominster HSHAZ partners were asked to identify a local Cultural Consortium that could be tasked with developing a Cultural Programme to run alongside the projects outlined in the Leominster HSHAZ Delivery Plan. The HAZ Cultural Programme is intended to complement the HSHAZ projects and celebrate what is unique about each High Street location - both in terms of its history/heritage and also as an expression of its identity today. The Cultural Programme can include art, theatre, festivals, literature, music and dance, amongst other activities.
- 1.2 As defined by Historic England, the objectives of the HAZ Cultural Programme are:
- to revitalise the high street through cultural activities, bringing both a wider range of people and new activities to the heart of communities and raising aspirations.
 - to encourage greater use of high streets and increase dwell time.
 - to create greater pride, sense of community and wellbeing through cultural engagement.
 - to help local organisations, communities and stakeholders to embed and sustain the benefits of the programme in the future.
 - to support the work of the overall HSHAZ capital programme.
- 1.3 The role of the Cultural Consortium is to design and deliver Leominster's HAZ Cultural Programme. The Cultural Consortium should be made up of representatives from the local community who are already engaged in delivering arts and culture in the town, or who would like to develop local cultural projects and activities. A Memorandum of Understanding (MoU) is being developed that will set out the roles, responsibilities, remit and working processes of the Cultural Consortium.
- 1.4 To aid the development of the HAZ Cultural Programme (to be delivered between 2021-2024), the Consortium is able to apply for funding of between £10,000 and £120,000. The deadline for funding applications is 11th December 2020.
- 1.5 In September 2020 Leominster Town Council invited expressions of interest from local artists, creators, crafters, performers, event organisers and community groups that were interested in either becoming a member of Leominster's Cultural Consortium, or in working with the Consortium to discuss and develop ideas for Leominster's HAZ Cultural Programme. Interested parties attended an initial meeting on 21st October 2020 and further meetings have subsequently taken place on a weekly basis.

2. CONSORTIUM MEMBERSHIP

- 2.1 The Town Council's Projects and Grants Officer has attended all Cultural Consortium meetings held to date, in order to work alongside Herefordshire Council in facilitating the formation of the Consortium.
- 2.2 At a meeting on 10th November 2020, Cultural Consortium members unanimously requested that Leominster Town Council continue to be involved in the development of Leominster's HAZ Cultural Programme, as a full member of the Leominster Cultural Consortium.
- 2.3 Responsibilities of Consortium Members (as listed in the Cultural Consortium's draft Memorandum of Understanding) include:
- to work collaboratively to advance the Leominster HAZ Cultural Programme.
 - to deliver individual project outputs as identified in the grant application and Cultural Programme.
 - to participate in the Consortium by attending and participating in Consortium Group meetings and from time to time participating in sub-groups for delivery of programme specific items.
 - to work collaboratively with any officers recruited to support delivery of the HAZ Cultural Programme and to comply fully with all requests by any officer, including the HAZ Project Officer, to provide information related to the Programme.
 - to actively participate in the planning and implementation of the HAZ Cultural Programme
 - to share plans, information and data as requested, in order to meet the terms and conditions of funding grants and to allow efficient communication between Consortium Members.
 - to participate in evaluation, as required.
 - to work cooperatively to seek additional funding from other sources to further leverage the work of the Consortium and completion of the programme's aims.
- 2.4 In addition, membership of the Cultural Consortium would enable Leominster Town Council to support the development and delivery of the Leominster HAZ Cultural Programme by:
- providing funding and project management advice and expertise via the Council's Projects and Grants Officer
 - using existing communication networks and channels to promote the Cultural Programme, facilitate consultation and encourage community engagement.
 - linking the Leominster Cultural Consortium with other organisations, community groups and initiatives in Leominster
 - providing a contact point between the Cultural Consortium and the HAZ Scheme Steering Group.

- 2.5 Benefits of membership include:
- a role in strategic leadership for the HAZ Cultural Programme and an opportunity to shape the cultural future of Leominster, working in partnership with other organisations and individuals.
 - opportunities to build closer links with local venues, creatives, cultural organisations and hard-to-reach demographic groups.
 - an opportunity to assist in the development Leominster's cultural profile and infrastructure, contributing to Leominster's tourism offer and providing long-term benefits to residents and business owners.

2.6 It should be noted that although the Leominster Cultural Consortium is responsible for managing the development and delivery of the Leominster HAZ Cultural Programme, the Consortium is committed to ensuring that the wider community and all interested stakeholders will be offered opportunities to be involved in shaping the Programme's contents.

2.7 It is proposed that Leominster Town Council joins the Leominster Cultural Consortium, with the Projects and Grants Officer continuing to attend meetings as the Council's representative.

3. GRANT ADMINISTRATION

3.1 Each Cultural Consortium is required to work with an Accountable Body, that receives funding grants on behalf of the Consortium and distributes them to Cultural Consortium members and external organisations responsible for delivering projects within the HAZ Cultural Programme.

3.2 HAZ cultural programme funding is usually administered by the lead partner for the main High St HAZ Scheme, which in most cases is the local authority or trust. This provides an organisational link between the High Street HAZ Scheme and the HAZ Cultural Programme, while also ensuring that the financial administration of the grant does not fall to small organisations with limited capacity. The Leominster HAZ Scheme has been developed collaboratively as a partnership between Herefordshire Council and Leominster Town Council. It is important to Cultural Consortium members that Leominster's HAZ Cultural Programme is locally shaped and community-driven. Consequently, at a meeting on 10th November 2020, Cultural Consortium members unanimously requested that Leominster Town Council, as the more local of the two collaborative partners, be invited to act as Accountable Body for the Leominster HAZ Cultural Programme. As Accountable Body, Leominster Town Council would be required to:

- act as signatory for funding grants received on behalf of the Leominster Cultural Consortium
- distribute funds required for the delivery of Leominster's HAZ Cultural Programme, in accordance with Cultural Consortium procurement processes and in keeping with the terms and conditions of any funding agreements.
- pay invoices and programme expenses, with costs claimed back quarterly from the HAZ Cultural Programme funding body.

- provide staff time to enable the administration of payments and the submission of grant claims. Note: all Leominster Town Council staff time contributed to the development and delivery of the Leominster HAZ Cultural Programme is considered as an in-kind contribution for the purposes of match funding.

3.3 If Leominster Town Council does not take on the role of Accountable Body for the Leominster Cultural Consortium, then arrangements would need to be made for Herefordshire Council to take on financial management responsibilities for the Consortium. As the Cultural Consortium funds were announced after the main High Street Heritage Action Zone capital funds, they were not included within the Herefordshire Council approved HSHAZ governance report and would require separate governance arrangements. This may result in delays to the funding and development of the Leominster HAZ Cultural Programme. Furthermore, if Herefordshire Council were to act as Accountable Body for the Consortium and its associated activities, then it should be acknowledged that the delivery of the programme would need to be aligned to Herefordshire Council's policies, such as those governing finance and the procurement of goods and services, which may detract from the sense of local ownership that Historic England have requested be instilled within the Cultural Consortium. It may also mean that local decision-making could be delayed due to fact that Herefordshire Council governance has to meet specific timescales and any requests would need to factor this in.

3. RECOMMENDATIONS

- 3.1 It is recommended that Leominster Town Council join the Leominster Cultural Consortium as a full member, subject to approval of the final Memorandum of Understanding.
- 3.2 It is recommended that the Council agrees in principle to act as the Accountable Body responsible for managing and distributing funding received to support the Leominster HAZ Cultural Programme, subject to a final decision being made once the completed funding application, spending profile and grant agreement is available for review.