

LEOMINSTER TOWN COUNCIL

Minutes of the reconvened Annual Town Council Meeting of Leominster Town Council held on Monday 16th May 2016 commencing at 19:00 hours in the Council Chamber, 17 West Street, Leominster HR6 8NL.

MEMBERS PRESENT: Councillors A Pendleton (Mayor), R Pendleton (Deputy Mayor), Barton, Davies, Freedland, Gibson, Lacey, Marsh, Mifflin, Norman and Thomas.

OFFICER PRESENT: Town Clerk.

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

13/16 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Bartlett (Illness), Evans (personal) Rosser (personal), Rumsey (work) and Taylor (work).

14/16 DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

15/16 REQUESTS FOR DISPENSATIONS

No requests for dispensation had been received.

16/16 QUESTIONS FROM THE PUBLIC

Three members of the public were present and the following representations were made:

- Council welcomed Louise Hicks, Community Champion, and David Martin from Morrisons Supermarkets, who had been requested to attend by their Store Manager to engage with the community and identify any projects they might be able to support.

17/16 MINUTES OF THE PREVIOUS TOWN COUNCIL MEETING

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

18/16 MINUTES OF COMMITTEE MEETINGS HELD

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

- (a) Draft Annual Town Meeting** – Council **NOTED** the draft minutes of the Annual Town Meeting held on Wednesday 13th April 2016. These would be formally adopted at the next Annual Town Meeting to be held in 2017.
- (b) Planning & Highways Committee** – It was **RESOLVED** to approve the minutes of the Planning & Highway Committee meeting held on 9th May 2016 and authorise the decisions and recommendations contained therein.

Minute PH168 – It was noted that Luston Parish Council had agreed to provide £500 towards subsidising the 490 Bus service. This was welcomed.

19/16 APPOINTMENT OF NEW COMMITTEES

Council **RESOLVED** to appoint the following new Committees, in line with the revised Council structure, to assist in conducting the business of Council:

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

20/16 COMMITTEE SCHEME OF DELEGATION & TERMS OF REFERENCE

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

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

21/16 APPOINTMENT OF COMMITTEE MEMBERS

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

PLANNING & HIGHWAYS COMMITTEE		
Mayor: Cllr A Pendleton	Deputy Mayor: Cllr R Pendleton	Lacey
Rosser	Taylor	Thomas
Bartlett	Barton	Davies
Freedland	Vacancy	

ENVIRONMENT & SERVICES COMMITTEE		
Mayor: Cllr A Pendleton	Deputy Mayor: Cllr R Pendleton	Gibson
Lacey	Evans	Marsh
Thomas	Bartlett	Mifflin
Norman	Davies	

FINANCE & GENERAL PURPOSES COMMITTEE		
Mayor: Cllr A Pendleton	Deputy Mayor: Cllr R Pendleton	Gibson
Evans	Marsh	Rosser
Rumsey	Norman	Bartlett
Freedland	Mifflin	

The relevant Committees will consider the reappointment of the following Task & Finish Groups:

Environment & Services Committee

- Toilets & Christmas Lights Task & Finish Group
- Leominster in Bloom Task & Finish Group

Finance & General Purposes Committee

- Corn Square Task & Finish Group
- Leominster Community Centre Task & Finish Group

22/16 STANDING ORDERS AND FINANCIAL REGULATIONS

Council **RESOLVED** to adopt Standing Orders for 2016/17.

Following discussion, it was proposed by Cllr Thomas, seconded by Cllr R Pendleton and **RESOLVED** to adopt Financial Regulations for 2016/17 subject to the recommended amendments from NALC:

- Reg 1.6: Amend as recommended by NALC Model Financial Regulations;
- Reg 6.4: Amend as recommended by NALC Model Financial Regulations with the finance schedule being signed by two members of Council and the deletion of the requirement of the schedule to be countersigned by the Clerk;
- Reg 11: Amend as recommended by NALC Model Financial Regulations.

23/16 APPOINTMENT TO OUTSIDE BODIES

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

OUTSIDE BODY	APPOINTED REPRESENTATIVES
Local Area Neighbourhood Plan Working Group (4 positions)	Cllrs Bartlett, Norman, R Pendleton & Thomas
Market Towns Forum (3 positions)	Cllrs Bartlett, Norman, A Pendleton & the Clerk
Herefordshire Association of Local Councils (1 position)	Cllr A Pendleton
Hester Clarke Almshouses Trustees (2 positions appointed to 2019)	Cllrs Davies and A Pendleton
Leominster District Community Association (2 positions)	Cllrs Thomas & Vacancy
Leominster Festival Committee (1 position)	Deputy Mayor
Shopmobility (1 position)	Cllr Rumsey
Leominster Regeneration Company Ltd (LARC) (2 positions appointed to 2019)	Cllrs Bartlett and A Pendleton
Leominster Folk Museum (2 positions) Four year tenure (2019)	Cllr Davies and Mr Ellis
Leominster in Bloom (2 positions)	Cllrs Lacey & Norman
Fairtrade Group (1 position)	Cllr Norman
Leominster Town Football Club (1 position)	Cllr Rumsey
S&A produce Liaison Group (2 positions)	Cllrs A Pendleton and Davies
Tourism Leominster CIC (TIC has been taken in-house so smaller role required) (4 positions)	Cllrs Norman, A Pendleton, R Pendleton & Thomas
Janice & Peter McCaull Trust (4 positions appointed to 2019)	Cllrs Gibson, Norman, Taylor & Thomas
Youth Champions	Cllrs Gibson & Taylor
Hereford City of Culture Representative (1 position)	Cllr Marsh

24/16 REVIEW OF LAND AND ASSETS

Following consideration, Council **RESOLVED** to adopt the revised inventory of the Town Council's land and assets.

25/16 INSURANCE COVER

It was proposed by Cllr Thomas, seconded by Cllr R Pendleton and **RESOLVED** to confirm the annual insurance cover for the Town Council for the next two years, which will be provided by Zurich Insurance.

26/16 ANNUAL SUBSCRIPTIONS

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

27/16 COUNCIL COMPLAINTS PROCEDURE

It was proposed by Cllr Norman, seconded by Cllr Lacey and **RESOLVED** to adopt the Town Council's Complaints Procedure without amendment.

28/16 FREEDOM OF INFORMATION

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

29/16 PRESS AND MEDIA POLICY

It was proposed by Cllr Thomas, seconded by Cllr Marsh and **RESOLVED** to adopt the Council's revised Press & Media Policy without amendment.

30/16 MEETING SCHEDULE

It was proposed by Cllr Davies, seconded by Cllr Freedland and **RESOLVED** to adopt the Town Council's meeting schedule for 2016/17.

31/16 FINANCES

Accounts Outstanding – Following consideration, it was proposed by Cllr Davies, seconded by Cllr Norman and **RESOLVED** to pay all outstanding accounts for May 2016, to date amounting to £33,378.62 including VAT.

32/16 WASTE MATTERS

Concern was expressed at the sporadic emptying of the litter bins in Leominster. Although it was felt that the Town Council and Litter Picking volunteers were carrying out a good job, the town was being let down by Herefordshire Council's contractors, Balfour Beatty Living Places. The matter was becoming worse and worse and it was not acceptable.

Following a full discussion it was **RESOLVED**:

- To arrange a meeting with the recently appointed BBLP Supervisor to discuss the matter and investigate solutions;

- Request that the emptying of litter bins throughout Leominster, on a regular basis, is given priority by BBLP;
- That an update be presented and reviewed at the Finance & General Purposes meeting to be held on Monday 27th June 2016.

It was requested that Ward Councillors be copied into complaints submitted, so that they could chase the matter up if necessary.

33/16 REPORTS

The following reports were **RECEIVED**:

Cllr Stone presented the following report:

- BBLP: Concern expressed at the reduction of funding from £5 million to £1.6 million for resurfacing and surface dressing;
- Grass cutting would be on the same frequency as in 2015/16;
- Parking Restrictions, Mill Street: Support for this has been submitted by the Town Council and it is hoped they will be implemented as soon as possible;
- Litter & Fly Tipping: The cost to Herefordshire Council in 2015/16 was £1.2 million. On the spot fines have now been introduced of up to £400. The Clean for the Queen campaign continues;
- Best wishes for both the new Mayor and outgoing Mayor were extended.

Cllr Norman presented the following report:

- A meeting is to be arranged regarding the Bargates Traffic Lights, following the cancellation of the previous meetings;
- A meeting had been held to discuss the LANP and how to move it forward;
- Issues of litter were still being experienced on the A49;
- Luston Parish Council had agreed to provide £500 towards the retention of bus service 490;
- Best wishes to the new Mayor were extended.

34/16 CIVIC MATTERS

Cllr Norman provided the following Outgoing Mayoral report and had attended the following events:

- Red Cross Great Spring Gardening Event at Newport House, Almley
- Opening of the May Fair in Leominster
- Community Champions Awards at the Shire Hall
- Launch of the Dementia Project in Leominster
- May Fair Opening in Hereford
- Shopwatch meeting, introduced by Inspector Semper to establish a Facebook support network between shops and other businesses in Leominster
- Community Awards Ceremony and Mayor Making at Grange Court
- Dedication of the tree planted in memory of past Mayor Councillor Roger Hunt at Sydonia

The Mayor asked members to support all the Civic Events, if they were able to, especially those that were robed events.

35/16 CONFIDENTIAL ITEMS

As certain items were expected to include the consideration of exempt information it was **RESOLVED** that, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed below, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

- (a) **Confidential Council Minutes** – Council **RESOLVED** to approve as a correct record the Confidential Minutes of the Leominster Town Council meeting held on 25th April 2016.
- (b) **17 West Street** – Members were provided with details of an interested party who wished to rent/lease 17 West Street. Following discussion it was proposed by Cllr Gibson, seconded by Cllr Freedland and **RESOLVED**:
- To note the letter of interest;
 - To commence initial negotiations with the interested party;
 - To draw up a draft lease/rental agreement;
 - To appoint a Task & Finish Negotiation Group to oversee the negotiations;
 - To appoint Cllrs Freedland, Gibson and Thomas to that Task & Finish Group;
 - To report back to the Finance & General Purposes Committee regarding progress.

There being no other business, the Mayor thanked Members for their attendance and closed the meeting at 21:25 hours.

MAYOR

DATE: