

# LEOMINSTER TOWN COUNCIL

Minutes of the Leominster Annual Town Council Meeting held on Monday 13<sup>th</sup> May 2019 commencing at 19:00 hours in the Council Chamber, 11 Corn Square, Leominster HR6 8YP.

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

**OFFICERS PRESENT:** Town Clerk.

**ALSO PRESENT:** Ward Cllr Stone.

## **13/19 APOLOGIES FOR ABSENCE**

There were no apologies. Council noted that a call for election would be made in Leominster South as one of the candidates elected had decided not to take up her seat.

## **14/19 DECLARATIONS OF ACCEPTANCE OF OFFICE**

Councillors signed their Declaration of Acceptance of Office, which were received by the Proper Officer.

## **15/19 CO-OPTIONS**

Mr Adrian Marshal was proposed by Cllr Norman and seconded by Cllr Rumsey. Council **RESOLVED** to co-opt Mr Marshall on to Leominster Town Council to represent the East Ward.

Mr Jon Preece was proposed by Cllr Williams and seconded by Cllr Rosser. Council **RESOLVED** to co-opt Mr Preece on to Leominster Town Council to represent the North Ward

## **16/19 DECLARATIONS OF INTEREST**

There were no Declarations of Interest made. Councillors were provided with Register of Interest forms. These would be submitted to Herefordshire Council.

## **17/19 REQUESTS FOR DISPENSATIONS**

No requests for dispensation had been received.

## **18/19 QUESTIONS FROM THE PUBLIC (maximum 15 minutes)**

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

## **19/19 MINUTES OF THE PREVIOUS TOWN COUNCIL MEETING**

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

Council **NOTED** the draft minutes of the Annual Town Meeting held on Monday 8<sup>th</sup> April 2019. These would be formally adopted at the next Town Meeting to be held in April 2020.

## **20/19 CLERK'S REPORT**

Council noted the following Clerk's Report:

- (a) **Grange Open Space Master Plan** – Council noted that the Phase 1 Consultation Report had now been completed. The Phase 2 consultation was currently being planned and both Members and Stakeholders would be updated once a detailed timetable had been finalised.
- (b) **Topographical Survey** – Council **RESOLVED** to release the sum of £4,350 + VAT ringfenced to fund a full topographical survey of the site as part of the Grange Master Plan.
- (c) **Councillor Induction Evening** – Members noted that there would be a Councillor Induction Evening on Monday 17<sup>th</sup> June 2019 commencing at 5pm. Members also noted that a further meeting was currently being arranged starting at 7pm to receive an update on the installation of the telecom fibre infrastructure for Leominster. Final details had not yet been confirmed.
- (d) **We Don't Buy Crime** – Council noted that the crime deterrent 'Smartwater' was being promoted by the PCC across villages and towns to protect people's property. It was further noted that this initiative was currently being considered by the Leominster Silver Steering Group.
- (e) **Inclusive Volunteering Steering Group** – Council noted that a Steering Group had been set up and Leominster Town Council had been invited to be part of it. The purpose of the Group was to provide a collaborative, joined up approach to support people with additional needs in finding volunteering opportunities across Herefordshire.
- (f) **Roger Albert Clark Rally** – Members noted that this event would be taking place from 21<sup>st</sup> to 25<sup>th</sup> November 2019. The vehicle checks would be undertaken at Brightwells on the Wednesday 20<sup>th</sup> and Thursday 21<sup>st</sup> November 2019. The rally would start at 16.00 hrs on the Thursday evening. It was agreed to arrange a meeting with the organisers to discuss details.
- (g) **Waverley House Care Home, Etnam Street, Leominster** – Council noted that Waverley House was celebrating National Care Home Open Day on Friday 28<sup>th</sup> June 2019. Councillors had been invited to attend the tea party from 2:30pm.
- (h) **Dementia Action Week Monday 20<sup>th</sup> May to Sunday 27<sup>th</sup> May 2019 with Dementia Friendly Leominster** – Council noted that the dates this event was taking place.

- (j) **Barons Cross** – Council noted that a Wildplay session would be held on 29<sup>th</sup> May 2019 from 2pm to 4pm at Barons Cross. The Town Council would be providing food and drink as part of its consultation with local residents.
- (k) **CAB Quarter 4 Report** – Council noted that Citizens Advice Bureau Quarter 4 report.
- (l) **Staff Update** – Council noted that a new member of the Environmental Team had now been appointed bringing the Team up to full strength.

**21/19 MINUTES OF COMMITTEE MEETINGS HELD**

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

- It was **RESOLVED** to approve the minutes of the Planning & Highways Committee held on 1<sup>st</sup> and 29<sup>th</sup> April 2019, and to authorise the decisions and recommendations contained therein;
- It was **RESOLVED** to approve the minutes of the Finance & General Purposes Committee held on 29<sup>th</sup> April 2019, and to authorise the decisions and recommendations contained therein.

**22/19 APPOINTMENT OF COMMITTEES**

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

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

**23/19 COMMITTEE SCHEME OF DELEGATION & TERMS OF REFERENCE**

Council **RESOLVED** to adopt the Committee Scheme of Delegation and Committee Terms of Reference for the following Committees in line with the Council structure to assist in conducting the business of Council:

- Planning & Highways Committee
- Environment & Services Committee
- Finance & General Purposes Committee
- Communications & Events Committee
- Personnel Sub-Committee

**24/19 APPOINTMENT OF COMMITTEE MEMBERS**

Council **RESOLVED** to appoint the Members listed below to sit on the following Committees.

<b>PLANNING &amp; HIGHWAYS COMMITTEE (11 MEMBERS)</b>		
Mayor: Cllr Thomas	Deputy Mayor: Cllr Rumsey	Cllr Herschy
Cllr Preece	Cllr Rosser	Cllr Williams
		5 Vacancies

<b>ENVIRONMENT &amp; SERVICES COMMITTEE (11 MEMBERS)</b>		
Mayor: Cllr Thomas	Deputy Mayor: Cllr Rumsey	Cllr Bartlett

Cllr Davies	Cllr Herschy	Cllr Murdoch
Cllr Norman	Cllr Smith-Winnard	Cllr Sutcliffe
Cllr Williamson	Vacancy	

<b>FINANCE &amp; GENERAL PURPOSES COMMITTEE (11 MEMBERS)</b>		
Mayor: Cllr Thomas	Deputy Mayor: Cllr Rumsey	Cllr Bartlett
Cllr Davies	Cllr Marsh	Cllr Marshall
Cllr Murdoch	Cllr Norman	Cllr Sutcliffe
Cllr Williams	VACANCY	

<b>COMMUNICATIONS &amp; EVENTS COMMITTEE (9 MEMBERS)</b>		
Mayor: Cllr Thomas	Deputy Mayor: Cllr Rumsey	Cllr Murdoch
Cllr Smith-Winnard	Cllr Sutcliffe	Cllr Williamson
3 Vacancies		

#### **25/19 STANDING ORDERS AND FINANCIAL REGULATIONS**

Council **RESOLVED** to adopt Standing Orders for 2019/20 without amendment.

Council **RESOLVED** to adopt the Financial Regulations for 2019/20 without amendment.

#### **26/19 APPOINTMENT TO OUTSIDE BODIES**

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

<b>OUTSIDE BODY</b>	<b>APPOINTED REPRESENTATIVES</b>
Market Towns Forum (3 positions)	Cllrs Herschy, Rumsey & Thomas
Herefordshire Association of Local Councils (1 position)	Cllr Rumsey
Hester Clarke Trustees (2 positions to be appointed from 2019)	None. Seek confirmation of appointment
Leominster District Community Association (2 positions)	Cllrs Bartlett & Thomas
Leominster Festival Committee (1 position)	Deputy Mayor – Cllr Rumsey
Shopmobility (1 position)	Cllr Rumsey
Leominster Regeneration Company Ltd (LARC) (2 positions appointed from 2019)	Cllrs Herschy and Sutcliffe (Nominations to be confirmed)
Leominster in Bloom (2 positions)	Cllrs Bartlett & Murdoch
Fairtrade Group (1 position)	Cllr Sutcliffe
Leominster Town Football Club (1 position)	Cllr Davies
S&A produce Liaison Group (2 positions)	Cllrs Davies & Thomas
Janice & Peter McCaull Trust (Positions appointed to 2023)	Cllrs Norman, Rumsey & Thomas. Mr Jones, Cllr Bowen, Ms Vernon & the Town Clerk.

Inclusive Volunteering Steering Group	Cllr Smith-Winnard
Youth Champions	Cllr Williamson & the Grants & Projects Officer
Hereford City of Culture Representative	Cllr Marsh & Sutcliffe
Leominster Business Group	Cllr Rumsey & Thomas
P3 Footpath Officer	Mr Downey
Tree Officers	Cllrs Preece, Rumsey & Smith-Winnard

#### **27/19 INSURANCE COVER**

It was **RESOLVED** that annual insurance cover for the Town Council for 2019/20 currently provided by Zurich Municipal Insurance be confirmed.

#### **28/19 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 National Association of British Market Authorities, Herefordshire Tree Forum and any other subscriptions as considered appropriate.

#### **29/19 COUNCIL COMPLAINTS PROCEDURE**

Council **RESOLVED** to adopt the Town Council's Complaints Procedure, subject to clarification of who to complain to if the Town Clerk was not available or if the complaint related to that position.

#### **30/19 FREEDOM OF INFORMATION/DATA PROTECTION**

Council **RESOLVED** to adopt Council's procedures for handling requests made under the Freedom of Information Act 2000 publication scheme without amendment.

Council further **RESOLVED** to adopt its Data Protection Policy and relevant procedures without amendment in line with the Data Protection Act 2018.

#### **31/19 COMMUNICATIONS POLICY**

Council **RESOLVED** to adopt the Council's Communications Policy without amendment.

Council **RESOLVED** to adopt the proposed Social Media policy without amendment.

#### **32/19 MEETING SCHEDULE**

Council **RESOLVED** to adopt the Town Council's meeting schedule for 2019/20 with some minor amendments.

#### **33/19 FINANCES**

**Accounts Outstanding** – Following consideration, it was **RESOLVED** to pay all the remaining outstanding accounts for April 2019 amounting to

£36,903.66, including VAT, and all outstanding accounts for May 2019 to date amounting to £29,128.98, including VAT.

### **34/19 REPORTS**

Council noted the following updates from Members:

- Community Centre – Cllr Bartlett informed Members that the centre had installed new flooring which had been funded through a successful grant application. The Community Meal initiative was held on the third Tuesday of every month;
- McCaull Trust – Cllr Norman informed Members that the Trust was getting there. A fundraiser was held recently with another being planned for October 2019. A website was also being launched;
- S&A Committee – Cllr Thomas informed Members that he had been appointed Chair of the Committee. The company had upgraded the accommodation;
- Link with Poland – Council noted that links were currently being developed with Poland.

The following reports were received from the Herefordshire Council Ward Members.

#### ***Cllr Stone – Leominster Rural and North***

##### **Mayor Making**

Apologies received for missing the Mayor Making ceremony on Saturday but I want to wish our new Mayor and Deputy Mayor a very successful year. They will have my full support. Many thanks to Councillor Jenny Bartlett for all that she achieved over the past year and her feet seldom touched the ground.

##### **Council Elections**

Congratulations to everyone who was elected or re-elected on Thursday May 3<sup>rd</sup> and especially to newly elected councillors. The Town Council has achieved a lot in taking over and running services to the benefit of the whole community and I am sure this will continue. I look forward to working with my fellow ward councillors on projects like the proposed health hub and transport strategy and I hope we can help make Leominster an even more special place to live and work in. I shall continue with my duties as a governor of Earl Mortimer College and a trustee at Grange Court. I look forward to working with the Town Council in the year ahead.

##### **Leominster Library**

I was pleased to see the recent improvements in the Library including complete redecoration, extra gallery space for exhibitions, new shelving and improved children's area. Work is continuing until June and this welcome investment follows improvements in Hereford and Ross-on-Wye libraries. There are alterations with Customer Services but I hope they will remain as user-friendly as possible. John Chedzoy and all the staff deserve congratulations.

### **Brimfield Post Office**

The recent break-in has caused great local concern. I hope we can retain the post office which operates 2 mornings a week, but more security may be needed. It is a reminder of how vulnerable some of our local facilities and services can be and the importance of supporting them.

### ***Cllr Trish Marsh, Leominster South***

This period was mainly within purdah, reducing the opportunities for high profile work. I have attended several meetings:

- Monkland discussions with BB's Ray Wallace re options to reduce traffic speed
- Substituted at a Planning meeting- even greater appreciation of the role of regular members
- Parking meeting: promises of further input from ward Cllrs and LTC
- HC commissioning team: aiming to make sure the town council's input enhances, rather than replaces, works through the Balfour Beatty contract
- Drilling down into the traffic analyses prepared by McDonalds for their planning application

### **Other events**

- Market stall on Leominster's Grange consultation
- Part of the Great British Spring Clean-up at Barons Cross – continuing problems with fly tipping off the A44 remain
- The opening of the newly refurbished Leominster library - the redecoration and updated shelving feel fresh and will enable flexible use of this important community space.

### **Ward work:**

Continued problems for residents with obstructive parking during the school run. I will be pushing for the active travel schools team to spend time here looking at improvements.

Short video for Radio H&W for their election coverage featuring Grange Court The election means I am now much more familiar with the nooks and crannies of Leominster South! Leafletting and canvassing are invaluable ways to get to know the ward. I am also much indebted to all those who helped leaflet this large and varied ward.

The election has resulted in a much greater spread of seats across parties and a much improved ratio of women councillors – thanks to the Women's Equality Network for their focus on that.

The new Council is also different in that half of its members are new. The induction programme runs till October and it is a major learning curve for all, especially new members.

An exciting but challenging time: negotiations to set up a new administration for the first council meeting on 24 May are in process.

***Cllr Felicity Norman, Leominster West***

She echoed the points raised by Cllrs Stone and Marsh. With regard to the library, the refurbishment had been well done and the investment indicated confidence in the continuation of this service in Leominster making it more secure over the next few years.

Herefordshire Council would be reviewing the car parking charges in the next few months and the Town Council was encouraged to be involved in that consultation.

***Cllr Jenny Bartlett, Leominster East***

She also echoed the points raised by Cllrs Stone and Marsh. She informed Council that the final Scrutiny of the proposed Hereford bypass had been made. She had attended a meeting with the parking department which had raised a number of issues that required addressing. Some of the works had already been undertaken.

She had attended the following Mayoral events in April and May:

- Opening of the May Fair in Leominster and Hereford;
- The SHYPP volunteering event;
- The Leominster Library opening
- Mayor Making;
- She thanked all Councillors for their support over the past year.

**35/19 CONFIDENTIAL ITEMS**

Council noted that there were no confidential items to consider.

There being no other business the Mayor thanked everyone for their attendance and closed the meeting at 9:01pm.

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**MAYOR**

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**DATE:**