



LEOMINSTER TOWN COUNCIL

FULL COUNCIL

Tuesday 22nd September 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 28th September 2020** commencing at **19:00 hours** remotely via Zoom.

Meeting ID: 893 2805 1319

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 27th July 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 – 29th July, 10th August, 7th September 2020;
- Communications & Events Committee – 14th July 2020;
- Finance & General Purposes Committee – 7th September 2020;
- Environment & Services Committee – 20th July 2020;
- Personnel Sub-Committee – 19th August 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 5** – To consider the Income and Expenditure Report for Month 5 and accompanying notes.
- (c) Budget Forecast Sheets** – To discuss and begin to shape the 2021/22 budget.
- (d) Precept Setting** – To discuss the precept setting for 2021/22.
- (e) Revising the Standing Orders and Financial Regulations** – NALC is currently producing model guidelines to reflect changes required as a result of the COVID-19 pandemic. An update will be provided.

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 (verbal)

10. MAYORAL APPOINTMENTS

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

11. RURAL SERVICES NETWORK

To consider membership to the Rural Services Network following an earlier presentation by the Director of Rural Services Network.

12. ASSETS OF COMMUNITY VALUE

To discuss listing assets of community value and the associated work involved.

13. ROAD NAMEPLATE PROVISION

Leominster Town Council has received several requests to replace street nameplates. Herefordshire Council are responsible for this matter, as they are the Highways Authority, but there is currently no budget and requests are being forwarded to the Town Council to consider replacement.



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14. REPAIR OF PIPE AT ALLOTMENT SITE

To consider a quote of £1,250 + VAT from the contractor that carried out the drainage investigation at the Ginhall Lane allotment site. The quote includes the excavation of 6 metres of collapsed drainage pipe, removal and reinstate new pipe and make good the surface. It is recommended to accept this quote as the contractor has a detailed knowledge of the site and the associated drainage issues.

15. 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 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) **Councillor sabbatical**
- (b) **Consideration of advice regarding banking arrangements**
- (c) **Democratic Assistant Role**
- (d) **Devolved Asset Update**
- (e) **Ginhall Green Easement Update**

16. DATE OF NEXT MEETING

The next Town Council meeting will be held on Monday 30th November 2020 commencing at 19:00pm either remotely via Zoom or at the Council Offices, 11 Corn Square, Leominster, HR6 8YP depending on the lifting of social distancing regulations by central government.

LEOMINSTER TOWN COUNCIL

Minutes of the Leominster Town Council Meeting held on Monday 27th July 2020 commencing at 19:00 hours remotely via Zoom.

MEMBERS PRESENT: Councillors Thomas (Mayor), Rumsey (Deputy Mayor), Bartlett, Davies, Marsh, Murdoch, Norman, Parris, Smith-Winnard, Sutcliffe, Williams and Williamson(19.47).

OFFICERS PRESENT: Town Clerk.

ALSO PRESENT: Ward Cllr Stone.

14/20 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr. Preece (Work), Cllr Rosser (Work), Cllr Herschy (Prior Engagement), Cllr Marshall (Work)

15/20 DECLARATIONS OF INTEREST

Cllr. Norman – LARC
Cllr. Sutcliffe – LARC, Farmers Market
Cllr. Murdoch - Allotments

16/20 REQUESTS FOR DISPENSATIONS

No requests for dispensation had been received.

17/20 QUESTIONS FROM THE PUBLIC

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

18/20 END OF YEAR ACCOUNTS 2019/20

(a) **Annual Internal Audit Report** – Council noted the report.

(b) **Annual Governance Statement** – Council considered the Annual Governance Statement presented and **RESOLVED** to formally adopt the Annual Governance Statement for 2019/20.

The Statement was duly signed by the Mayor and Clerk/RFO.

(c) **Annual End of Year Accounts** – Council considered the 2019/20 End of Year accounts presented.

Following a review of the accounts it was **RESOLVED** to formally approve the 2019/20 End of Year accounts.

The Accounts were duly signed by the Mayor and Clerk/RFO.

19/20 MINUTES OF THE PREVIOUS MEETING

Council **RESOLVED** that the minutes of the Leominster Town Council meeting held on 18th May 2020 be agreed and signed as a correct record when social distancing regulations are lifted by central government.

20/20 CLERK'S REPORT

Council noted the following Clerk's Report:

- (a) That the decision to proceed with Leominster High Street Heritage Action Zone programme has now been signed off by Herefordshire Council and that a steering group of Herefordshire Council representatives (4), Town Council representatives (4) and Community Representatives (4) along with Historic England and professional representatives would need to be set up. It was suggested in the original document that Leominster Town Council representatives should be as follows:-

- Town Clerk
- Projects and Grants Officer
- Mayor
- Chair of the Communications & Events Committee

Cllr. Thomas proposed the suggestion and added that Cllr. Bartlett be added to the list as reserve member to deputise for any of the above. This was seconded by Cllr. Williams, unanimously agreed and **RESOLVED** to appoint the above mentioned and forward the names of the representatives to Herefordshire Council.

That the revised job descriptions for senior staff were currently being drawn up ahead of the senior staff appraisals.

That the COVID-19 Emergency Plan would be part of RR8 on the Risk Register.

That the Citizens Advice Bureau is currently assessing video appointments with a view to moving to 'in person' appointments later in the year. The Town Council staff would be able to make referrals due to the increase in uptake as the Furlough Scheme winds down.

- (b) **Meeting dates for the remainder of the calendar year** – Committee considered the table of meeting dates and **RESOLVED** to adopt them.
- (c) **Personnel sub-committee to carry out the clerk's appraisal** – the Personnel Sub – Committee **RESOLVED** meet on Wednesday 19th August at 2pm and carry out the clerk's appraisal after the meeting.

21/20 COMMITTEE MEETINGS

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

- Cllr Williams, Vice-Chair of the Planning & Highways Committee, presented the minutes. It was **RESOLVED** to approve the minutes of the Planning & Highways Committee held on 1st June 2020, 22nd June 2020 and 13th July 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 12th May 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 29th June 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 6th May 2020 and to authorise the decisions and recommendations contained therein;
- Cllr Smith-Winnard, Chair of the Environment & Services Committee, presented the minutes. It was **RESOLVED** to approve the minutes of the Environment & Services Committee held 11th May 2020 and to authorise the decisions and recommendations contained therein.

22/20 FINANCES

- (a) **Accounts Paid and Invoices for Payment** – It was **RESOLVED** to ratify the payment of invoices for June/July 2020, as outlined on the payment statement provided.
- (b) **Risk Register** – The updated Governance and Management Risk Register was presented by the clerk and it was **RESOLVED** to formally adopt the revised Risk Register 2020/21.

23/20 REPORTS

The following reports were received:

- (a) **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.
- (b) **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 West Ward Report

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

Covid 19 continues to dominate our lives, but things are gradually beginning to ease, with shops and pubs opening, although with strict rules on distancing, wearing masks etc. It is lovely to see people sitting outside cafes in Corn Square, and to have the Friday market getting busier each week. The temporary introduction of 20mph speed limits and the exclusion of cars in the centre of town for a few hours each day, will make it much easier and safer for people to get around and to queue outside shops.

The partnership of community volunteers, Leominster town council and Herefordshire Council are still supporting those who need help with shopping, collection of medication or just a friendly chat, while the food bank continues to provide much needed food parcels for the increasing number of those on low

incomes, due to job losses or low wages. As ever, difficult times bring out the best in most people, and our strong, local community has risen to the occasion to make sure everyone is supported. Well done to everyone.

Schools have just closed for the summer holidays, and for many this will be the first well-earned break since the crisis began, as they continued to stay open during the Easter and half term holidays, to provide support for the children of key worker and those who are vulnerable. They have done an amazing job for which we are all hugely grateful. As well as teaching on-line, this has included helping social workers and family support workers in keeping in touch with children with care plans, who often need extra support, both virtual and in real time. We were all relieved when the Government changed its mind, and decided to provide Free School Meals throughout the summer holiday for who meet the threshold of need.

The Covid 19 outbreak among the pickers at the vegetable Farm at Mathon has caused considerable concern, both for those infected and for the wider community. This has been handled extremely efficiently by Public Health England, our own Public Health director, Herefordshire Council and the police. As it is the first such case in the country, it is being followed with interest at the national level, who are learning from our local example.

Herefordshire Council continues to encourage staff to work from home, and to have its meetings on-line, and will continue to do so in the future. The majority of those working for the Council have indicated a preference for working this way, and it reduces travel and the need for unnecessary office space, ultimately cutting overheads.

So much has changed during the last few months, including quieter roads, and appreciation of the seasonal changes, of birdsong, of the wildlife around us, and of our beautiful countryside. I hope that enjoying these will go some way to compensate for the anxiety and loneliness that many will still be feeling, along with the friendliness and support that our strong community provides.

Ward Issues

Continuing phosphate problems with the River Lugg mean that many planning applications are still on hold, including the poultry house application at Stagbatch Farm, and the large development at Barons Cross Camp. Many of us were very relieved when McDonalds withdrew their planning application on the site near Morrisons, as the increase of traffic it would have generated on an already very busy road, was causing great concern.

The fly tipping on the Barons Cross Camp site, and on the side of the A44 (Monkland Road) has been dealt with, but unless these areas are properly fenced off, it is likely to build up again.

Leominster North & Rural Ward Report

Council noted this report and Cllr. John Stone added that the potholes on Mill Street had been filled and that Balfour Beatty had been contacted regarding the footway gully opposite the old Hop Pole public house. Resurfacing on A49 continues and a new garage with shop had been built near Brimfield.

Cllr. Stone also reminded council of the forthcoming VJ Day on 15th August and hoped that it could be commemorated with a church service if current restrictions are lifted further.

Leominster South Ward Report

Herefordshire has so far had low rates of infection, but still has had over 100 deaths, around half in care homes. The recent outbreak among seasonal workers near Cradley shows how quickly things can change – and why face coverings, which are compulsory in shops from this Friday, seem like a small and sensible way for us to protect each other.

We hope the networks built during the outbreak will continue to provide ways for us to keep in contact and support each other. Talk Communities, a Herefordshire Council initiative, will be building on our own and many other networks throughout the county.

As well as a Facebook 'Cllr Trish Marsh' page I've set up a page called 'Leominster Independent Shops' to give some publicity to our many and varied local businesses. It tracks the many re-openings that we have had. So many things we hadn't realised we valued so much till they weren't there. Like the Priory bells - just back. Most shops in towns are now open again and we are just starting to see the return of the charity shops. Grange Court has just reopened and the Community Centre are due to start reopening soon but sadly the Museum is not able to reopen this year. Leominster in Bloom have provided a fantastic backdrop for the town, which has really lifted spirits.

Leominster Foodbank has been both very well supported and immensely busy. They have distributed many Free School Meal bags on top of greater other demands. In addition they have provided regular Foodshares, which are open to all without the need for a referral. Leominster's food waste must have reduced substantially! Their volunteers have put in so many hours in a physically demanding and fast moving situation.

The debate on of how to combine easy access by car to the town centre and safe distancing for shoppers has been lively for the last month, with much discussion with local businesses. Narrow streets and pavements combined with queues, high kerbs and traffic makes it impossible for shoppers to keep even 1 metre apart safely. The temporary traffic orders are due in shortly and will help make space by pedestrianising High Street and Corn Square from 10am – 1pm from Monday to Saturday. They will also include a central 20mph zone which runs all the way to the Primary School. The measures can be adjusted as necessary in response to feedback. There are still many free and cheap parking spaces within 50 metres of the town centre and Shopmobility can provide aids on request.

Fortunately Herefordshire Council has found that remote working works well, both for individuals, teams and councillors and we have had very low rates of staff absence. Staff have been redeployed to act as link workers across the county and enforcement teams have been working with the police. We have had weekly meetings of ward Cllrs with our link workers and the town council. There has been concerted work with care homes on providing PPE and containing infection, which was exacerbated by the national decision to discharge hospital patients to homes without testing for Covid. Many grants to businesses have been distributed. More recently the Council has led on containing the farm outbreak among seasonal workers, without whom our crops could not be picked.

But Herefordshire Council's resources have been stretched by both the flooding and Covid and by no means all its expenditure will be replaced by central government. Income has also been dented by the business rate holiday and free parking. So the Council is well out of pocket and is currently working hard on how to address this. Sadly it is likely this will require further economies just at the time when many of our

residents and businesses are also facing financial struggles. However the capital programme is set to continue, taking advantage of the very low rate for borrowing. Free parking in Leominster comes to an end this Saturday – but an hour is only 50p in Etnam St car park and free on-street parking remains. We hope the new traffic measures and the face coverings in shops rule will reassure many who live in and around our market town that it is safe to venture back into Leominster and enjoy all it has to offer. So many people have worked hard together. Thank you all. The summer and autumn will bring new challenges. Let's keep working even more closely to find ways through.

Trish Marsh

Leominster East Ward members report 27th July 2020

First of all let me say a big thank you to our clerk and town council teams who are working so hard through these months of covid-19, they and all our community groups are amazing. Weekly Talk Community meetings with our Herefordshire Council appointed Link Worker, fellow Ward members and Town Council officers has been really useful in understanding how the local and central responses work together, particularly with partners like the food bank.

I have really appreciated getting back to the Friday Market and the monthly Farmers Markets and I am really pleased to see the rest of our town coming out of lock down. This last Friday the town was really buzzing again and Central and Etnam Street car parks were full and Corn Square was bursting with people. A big thank you to our Deputy Mayor, Cllr John Rumsey for helping out so cheerfully on our Friday markets every week too.

The Temporary Traffic Orders will be important in allowing people to queue, talk and safely distance by using the road space. I see the sense in the latest tweaks to the order, removing West Street from the temporary list of short traffic closures and acknowledge there are still mixed views on all this. Removing traffic for the three hours in the day between 10 am and 1pm will give people more space without detracting from business still having the majority of the day for deliveries and collections. I welcome the fact that there will be continuous monitoring of the impact for the duration, which can only be 18 months at the very longest.

I have been very involved in the two recent parish on line meetings held recently. The Market Town Economic Investment Plan meetings was well attended by all towns and I was pleased to be able to include Market Town Parish Council Teams in the initial meeting, rather than just holding a Ward Members briefing. Within the current capital programme, £14 million has been identified to support the development of employment land and business space in the market towns. It was also great to hear from the market town parishes that they are determined to restart their own Market Town Forum meetings again soon.

The Parish Summit was another milestone for us, with over one hundred signing up to a virtual summit. As with many huge aspirations there were a few teething problems but overall there has been some positive feedback and a desire to hold parish meetings more often. The outbreak at Mathon has brought home the fact that we are still in a pandemic. So it was good to hear from Karen Wright, Public Health England about the Outbreak Control Plan and how parishes will work with Herefordshire Council and Public Health England, should the need arise.

I am involved in the newly forming Herefordshire Mental Health Advisory Board. From the beginning of April this year Herefordshire is now in partnership with Worcestershire Health and Care NHS Trust to deliver mental health services across the county. The advisory board is open to members who represent stakeholders, community groups and individuals involved with mental health issues, so it is a really exciting opportunity to define what we want as a county and at a local level.

The Core Strategy review is generating some work for us now and I spent a lot of time filing in the Neighbourhood Planning Hierarchy submission together with the Town Clerk. To better understand the town we have put together a basic business register of the town centre, which we used for the first time when Licensing asked for our help to get their Covid-19 advice on opening and pavement licence letters out. I am now working on the Affordable Housing Draft Supplementary Planning Document. I attended a timely online members brief on sustainable building and the core strategy and how we can seek to influence good design and sustainable practices in the county, something that is very important to all of us. I have also attended two online LGA Conference seminars on Re-thinking Local and Spot light on learning through crisis.
Cllr. Jenny Bartlett

- (c) **Website Report** – Councillors noted the website report and were shown an example of a compliant website on screen. It was **RESOLVED** that the Clerk should supply further information and that a small task and finish group be set up to compare quotes and requirements, review the budget and make a decision on a new website provider.

24/20 MAYORAL APPOINTMENTS

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

- The Mayor and Deputy Mayor attended the first Farmers Market since the COVID-19 pandemic lockdown on 13th June 2020.
- The Mayor and Deputy Mayor supported the reopening of general shops in the town on 15th June by promoting the reopening and talking to local businesses.
- The Mayor and Deputy Mayor met St. John's Ambulance cadets outside the Town Council Offices at 10pm on 24th June, when the building was lit in green to celebrate St. John's Day.

25/20 ELECTION OF TOWN MAYOR AND DEPUTY MAYOR FOR 2021/22 CIVIC YEAR

Nominations were invited for the position of Mayor 2021/22.

Cllr. Rumsey was proposed by Cllr. Thomas and seconded by Cllr. Bartlett. No other nominations were received.

It was unanimously **RESOLVED** that Cllr. Rumsey be elected Mayor of Leominster for 2021/22.

Nominations were invited for the position of Deputy Mayor 2021/22.

Cllr Marsh was proposed by Cllr. Murdoch and seconded by Cllr. Norman.

No other nominations were received.

It was unanimously **RESOLVED** that Cllr. Marsh be elected Deputy Mayor of Leominster for 2021/22.

26/20 MOTION

Leominster Town Council Motion to **support the Herefordshire Council Motion to move to 20mph in the county's residential areas** was proposed by Cllr. Norman and seconded by Cllr. Williams.

Leominster Town Council requests that Herefordshire Council undertakes to implement 20mph speed limits across Herefordshire's towns and major villages.

This was proposed by Cllr. Sutcliffe and seconded by Cllr Davies.

The motion was put to vote and agreed unanimously:

For: 12 Against: 0 Abstentions: 0

Cllr. Stone left the meeting at 8.31pm.

27/20 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) Verbal Staff update from the Clerk's Report – Council noted the update and will receive a further update when the Clerk has spoken to Ellis Whittam and ACAS.

28/20 DATE OF NEXT MEETING

Council noted that the next Town Council Meeting would be held on Monday 28th September 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.

There being no other business the Mayor thanked everyone for their attendance and closed the meeting at 20:45pm.

MAYOR _____ **DATE:** _____

LEOMINSTER TOWN COUNCIL

PLANNING & HIGHWAYS COMMITTEE

Minutes of the Planning & Highways Extra Ordinary Committee meeting held on Monday 29th July 2020 commencing at 19:00 hours remotely via Zoom.

MEMBERS PRESENT: Councillors Rosser (Chair), Williams (Vice-Chair)(19.46), Herschy, Parris, Rumsey and Thomas.

OFFICER PRESENT: Town Clerk.

PH46/20 APOLOGIES FOR ABSENCE

No apologies were received.

PH47/20 DECLARATIONS OF INTEREST

Cllr. Herschy – Application 202042 Neighbour

PH48/20 HEREFORDSHIRE COUNCIL MEMBERS

There were no Herefordshire Council members in attendance.

PH49/20 REQUESTS FOR DISPENSATIONS

No requests for dispensation had been received.

PH50/20 QUESTIONS FROM THE PUBLIC

No members of the public were present.

PH51/20 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Planning & Highways Committee meeting held on 13th July 2020 be agreed and will be signed as a correct record when social distancing restrictions are lifted.

PH52/20 PLANNING

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

APPLICATION NO & SITE ADDRESS:

Planning Consultation - 202042 - 40a Broad Street, Leominster, Herefordshire, HR6 8BS

DESCRIPTION:

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.

APPLICANT(S):

Mr Keith Edmonds

GRID REF:

OS 349675, 259273

APPLICATION TYPE:

Works to Trees in a Conservation Area

COMMENT:

Objection for the following reasons:

- The trees are in the Conservation area and form part of a green corridor along the old burgage wall.

- It is stated that they are a hazard to the public in the application. If maintained appropriately, the risk would be lowered.
- Our tree officer, Cllr. Rumsey, has visited the site and advises against removal.
- The trees provide a haven for wildlife and they are believed to have bats roosting in them.
- It conflicts with the NDP objective 1. x. Conserve and enhance the natural and historic environments.
- Replacement species identified, should this permission be given, are not appropriate. The tree family Acer covers such a wide and varied group, most of them inappropriate and Laurel does not seem to be an appropriate replacement either.

APPLICATION NO & SITE ADDRESS:

Planning Consultation - 201970 - Flat 2,
14 Church Street, Leominster,
Herefordshire, HR6 8NQ

DESCRIPTION:

Proposed replacement of a timber bay window to the ground floor flat, at the rear.

APPLICANT(S):

Mr Tony Smith

GRID REF:

OS 349732, 259144

APPLICATION TYPE:

Listed Building Consent

COMMENT:

No Objection

APPLICATION NO & SITE ADDRESS:

Planning Consultation - 201377 - Orchard adjacent to Sunnybank, Cholstrey, Leominster, Herefordshire HR6 9AN

DESCRIPTION:

Proposed widening of an existing access and improvements to drainage arrangements by using a 10 inch concrete drain pipe.

APPLICANT(S):

Mrs Claire Beddoes

GRID REF:

OS 346838, 259235

APPLICATION TYPE:

Planning Permission

COMMENT:

No Objection

APPLICATION NO & SITE ADDRESS:

Planning Consultation - 202086 - The Waltons, Ginhall Lane, Leominster, Herefordshire, HR6 9AH

DESCRIPTION:

Proposed ground floor extension

APPLICANT(S):

Mr & Mrs P Davies

GRID REF:

OS 347792, 259437

APPLICATION TYPE:

Full Householder

COMMENT:

No Objection

PH53/20 DECISIONS

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

Leominster East

Number: P193872/F

Current status: Determination Made

Decision: Refused

Type: Planning Permission

Location: 6 Corn Square Leominster Herefordshire

Proposal: Change of use of existing office suites to form 2 no. 2 bedroom apartments.

Comment: No objection subject to the comments submitted by the Conservation Officer being addressed.

Leominster East

Number: P193873/L

Current status: Determination Made

Decision: Approved with Conditions

Type: Listed Building Consent

Location: 6 Corn Square Leominster Herefordshire

Proposal: Change of use of existing office suites to form 2 no. 2 bedroom apartments

Comment: No objection subject to the comments submitted by the Conservation Officer being addressed

Leominster East

Number: P201191/L

Current status: Determination Made

Decision: Approved with Conditions

Type: Listed Building Consent

Location: Broadward Lodge Broadward Leominster Herefordshire HR6 8QG

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

Comment: No Objection

Leominster North & Rural

Number: P200642/F

Current status: Determination Made

Decision: Approved with Conditions

Type: Planning Permission

Location: 31 Bridge Street Leominster Herefordshire HR6 8DU

Proposal: Proposed loading bay attached to the existing building

Comment: No Objection

Leominster North & Rural

Number: P200920/F

Current status: Determination Made

Decision: Withdrawn

Type: Planning Permission

Location: Portley House Leominster Herefordshire HR6 0AA

Proposal: Proposed demolition of existing warehouse and provision of compound for self storage units and/or caravans.

Comment: No Objection

PH54/20 HIGHWAYS AND PARKING MATTERS

- (a) **Highway and Parking Matters** – Concerns have been raised by several local residents over the safety of The Royal Oak on South Street/Etnam Street and the former Funeral Directors at the top of West Street/ Dishley Street. Both will be reported to Building Control at Herefordshire Council.

PH55/20 LICENCING MATTERS

Concerns have been raised by local residents regarding the late licencing of some venues in the town and the resulting anti-social behaviour and vandalism at around 4am in the morning. After discussion it was agreed that the clerk should report this to the Licencing Officer at West Mercia Police and bring it up at Team Leominster.

PH56/20 DATE OF NEXT MEETING

Committee noted that the next meeting would be held on Monday 10th August 2020 commencing at 7:00pm 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 19.54 hours.

CHAIR:

DATE:

LEOMINSTER TOWN COUNCIL

PLANNING & HIGHWAYS COMMITTEE

Minutes of the Planning & Highways Committee meeting held on Monday 10th August 2020 commencing at 19:00 hours remotely via Zoom.

MEMBERS PRESENT: Councillors Rosser (Chair), Williams (Vice-Chair), Herschy, Preece (19.14), Rumsey and Thomas.

ALSO PRESENT: Cllr. Trish Marsh and one member of the public.

OFFICER PRESENT: Town Clerk.

PH57/20 APOLOGIES FOR ABSENCE

No apologies were received.

PH58/20 DECLARATIONS OF INTEREST

No Declarations of Interest were made.

PH59/20 HEREFORDSHIRE COUNCIL MEMBERS

A Herefordshire Council member was in attendance in an advisory role and was not involved in any decision making.

PH60/20 REQUESTS FOR DISPENSATIONS

No requests for dispensation had been received.

PH61/20 QUESTIONS FROM THE PUBLIC

One member of the public was present.

Concerns were raised regarding late night/early morning anti-social behaviour at the weekend. On 25th July 2020 at 4.08 am the member of the public was woken by a large group of intoxicated people in High Street below. They were swearing, shouting, brawling, urinating in planters and throwing bottles at shop windows. On being questioned by the resident they said that they had come from a local licenced premises. The police were called but didn't appear to attend at the time.

This complaint was discussed in the previous meeting of 29th July 2020 and the clerk would follow up with licencing officer at West Mercia Police and provide a response to the member of the public.

PH62/20 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Planning & Highways Committee Extra Ordinary meeting held on 29nd July 2020 be agreed and will be signed as a correct record when social distancing restrictions are lifted.

PH63/20 PLANNING

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

APPLICATION NO & SITE ADDRESS: Planning Consultation - 202300 -
Hallowdene, Pinsley Road, Leominster,
Herefordshire, HR6 8NN
DESCRIPTION: Proposed verandah
APPLICANT(S): Mr & Mrs J & L Knapp
GRID REF: OS 350060, 259058
APPLICATION TYPE: Full Householder
COMMENT: No Objection

APPLICATION NO & SITE ADDRESS: Planning Consultation - 202172 - Vacant site
adjacent to 54 Green Lane, Leominster,
Herefordshire HR6 8QW
DESCRIPTION: 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.
APPLICANT(S): Mr S Griffiths
GRID REF: OS 348822, 259113
APPLICATION TYPE: Planning Permission
COMMENT: No Objection

APPLICATION NO & SITE ADDRESS: Planning Consultation - 200726 - Alba,
Bargates, Leominster, Herefordshire, HR6
8EY
DESCRIPTION: 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.
APPLICANT(S): Mr Andrew MacLachlan
GRID REF: OS 349305, 258991
APPLICATION TYPE: Listed Building Consent
COMMENT: No Objection

PH64/20 DECISIONS

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

Leominster East

Number: P201468/K

Current status: Determination Made

Decision: Trees in Cons Area Works Can Proceed

Type: Works to Trees in a Conservation Area

Location: Grange Court The Grange Leominster Herefordshire HR6 8NL

Proposal: T1 - Austrian Pine tree to remove any hazardous dead or hanging
snapped out branches. Crown thin by 20-30% removing branches no larger than
80mm, to reduce weight loading and lessen wind resistance.

Comment: No Objection

Leominster East

Number: P201815/L

Current status: Determination Made

Decision: Approved with Conditions

Type: Listed Building Consent

Location: 15 Church Street Leominster Herefordshire HR6 8NE

Proposal: Proposal to re-roof building, awning and associated works

Comment: No Objection

PH65/20 HIGHWAYS AND PARKING MATTERS

(b) Highway and Parking Matters

- A letter from a resident regarding the hiring of electric scooters within the town. The committee considered support for this and noted that the scooters were currently illegal unless rented out, as insurance is included. It was proposed by Cllr. Rosser, seconded by Cllr. Rumsey and **RESOLVED** not to support this as the condition of the public realm is not deemed suitable for safe operation at this time.
- A letter was also received from a resident to complain about the condition of the highways in town, the TTRO and the new Welcome sign on Cholstrey Road. The clerk informed committee that a full response had been sent to the resident outlining that Leominster Town Council is not the Highways Authority and that Herefordshire Council is responsible. Also that the site of the sign had been agreed with the Senior Engineer at Balfour Beatty. It was also outlined that the recent confirmation of the Heritage Action Zone project will attract public realm funding.
- Concerns were raised regarding a sign that restricts visibility on A49 roundabout when pulling out from the Mill Street directions and looking right at the traffic approaching from Hereford. A photo will be submitted so that the issue can be reported to Highways England.

- (c) Cycling and Walking COVID-19 response-** Committee received an update from Cllr. Marsh, Cllr. Thomas and Cllr. Rumsey who have been engaging with the public when the barrier is in place. There have been many comments, both in favour of and against the measures. The clerk will contact Herefordshire Council to ask about feedback, since the measures had been put in place, from both businesses and shoppers.

PH66/20 LICENCING MATTERS

No licencing applications have been received to consider.

PH67/20 DATE OF NEXT MEETING

Committee noted that the next meeting would be held on Monday 7th September 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 19.52 hours.

CHAIR:

DATE:

LEOMINSTER TOWN COUNCIL

PLANNING & HIGHWAYS COMMITTEE

Minutes of the Planning & Highways Committee meeting held on Monday 7th September 2020 commencing at 18:00 hours remotely via Zoom.

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

OFFICER PRESENT: Town Clerk.

PH68/20 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Preece (work commitment), Herschy (family commitment), Williams (Vice-Chair).

PH69/20 DECLARATIONS OF INTEREST

No Declarations of Interest were made.

PH70/20 HEREFORDSHIRE COUNCIL MEMBERS

There were no Herefordshire Council members in attendance.

PH71/20 REQUESTS FOR DISPENSATIONS

No requests for dispensation had been received.

PH72/20 QUESTIONS FROM THE PUBLIC

No members of the public were present.

PH73/20 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Planning & Highways Committee Extra Ordinary meeting held on 10th August 2020 be agreed and will be signed as a correct record when social distancing restrictions are lifted.

PH74/20 PLANNING

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

APPLICATION NO & SITE ADDRESS:	Planning Consultation - 202243 - Land at Highfield, Fairmile, Stoke Prior, Leominster, Herefordshire HR6 0LR
DESCRIPTION:	Proposed single storey dwelling.
APPLICANT(S):	Ms Hilary Bubb
GRID REF:	OS 353594, 257650
APPLICATION TYPE:	Planning Permission
COMMENT:	Objection – It was agreed to support the Humber, Ford & Stoke Prior Parish Council comments regarding safety and not reflecting their Neighbourhood Development Plan.

APPLICATION NO & SITE ADDRESS: Planning Consultation - 202131 - The Maisies, Bridge Street, Leominster, Herefordshire, HR6 8DZ

DESCRIPTION: Timber frame building, 6.0m x 5.1m for use of a gym and hot tub with toilet. Upstairs to be general storage, at the the side to be attached will be a garage to fit one car 2.9m x 4.7m.

APPLICANT(S): Mr Andrew Croxson
GRID REF: OS 349436, 259736
APPLICATION TYPE: Full Householder
COMMENT: No objection.

APPLICATION NO & SITE ADDRESS: Planning Consultation - 202683 - 28 West Street, Leominster, Herefordshire, HR6 8ES

DESCRIPTION: 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.

APPLICANT(S): Mrs Kirsty Karpat
GRID REF: OS 349534, 259003
APPLICATION TYPE: (Part 3) Class O - Prior Approval
COMMENT: No objection.

APPLICATION NO & SITE ADDRESS: Planning Consultation - 202575
DESCRIPTION: 3 Ryelands Orchard, Leominster, Proposed extensions.

APPLICANT(S): Mr J Turner
GRID REF: OS 349022, 258400
APPLICATION TYPE: Full Householder
COMMENT: No objection.

- (d) **Delegated authority for clerk** – It was proposed by Cllr. Rosser and seconded by Cllr. Thomas and unanimously voted that the clerk should have delegated authority to comment on planning applications following email consultation with councillors.

PH75/20 DECISIONS

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

Leominster West

Number: P200506/U

Current status: Determination Made

Decision: Approved with Conditions
Type: Certificate of Lawfulness (CLEUD)
Location: Melrose Ginhall Lane Leominster Herefordshire HR6 9AQ
Proposal: Certificate of lawfulness for existing single storey extension to rear.
Comment: No Comment recorded

Leominster East

Number: P201564/FH
Current status: Determination Made
Decision: Approved with Conditions
Type: Full Householder
Location: South View, 3 Stretfordbury Stoke Prior Leominster Herefordshire HR6 0LP
Proposal: Proposed single storey extension.
Comment: No Objection

Leominster South

Number: P201762/FH
Current status: Determination Made
Decision: Approved with Conditions
Type: Full Householder
Location: Hivron 29 Barons Cross Road Leominster Herefordshire HR6 8RL
Proposal: Proposed front entrance porch and hallway.
Comment: No Objection

Leominster North & Rural

Number: P192078/F
Current status: Determination Made
Decision: Approved with Conditions
Type: Planning Permission
Location: Land adjacent right bank of the River Lugg Bypass Channel Leominster Herefordshire
Proposal: Proposed Flood Risk Management Strategy, will protect up to 251 properties from flooding, by raising the existing railway embankment over a length of 800m of the right bank of the River Lugg Bypass Channel from SO 49232 59963 (B4361, Bridge Street) to SO 49998 59710 (Railway Bridge). Approximately 100m of the embankment will be retained by a concrete flood wall to account for the constrained width of the river bank. A flood wall up to 20m in length, will tie-in the raised defences to the Network Rail Bridge.
Comment: No Comment recorded.

PH76/20 HIGHWAYS AND PARKING MATTERS

(d) Highway and Parking Matters

- Concerns have been raised regarding the amount of articulated lorries that are parked on Southern Avenue and Worcester Road leading to decreased visibility for road users. The matter will be brought to the attention of the police at the next operational Team Leominster.

(e) **Cycling and Walking COVID-19 response**

- Committee received an update from the clerk that following a visit by Cllr. John Harrington, Cabinet Member for Infrastructure & Transport, to local businesses, the COVID-19 response measures were modified to be implemented on Fridays only. The 20mph speed limit in the town centre will remain with replacement signage and the addition of road markings.

(f) **Herefordshire Council Car Parking Review**

Following feedback received and consideration of the Herefordshire Council Car Parking Review the following comments were made:

- Central Car Park should be free for the first hour (ticketed) with the option of buying the second hour. This will alleviate the constant queue around Corn Square of vehicles waiting for a free parking space.
- The 'free after 10am' for the Christmas Market in Leominster may be confusing. Will the machine be taking money for 2 hours before being free? Will it be covered as there is always confusion if there is only signage and people get frustrated? It may be worth having the whole day free for the sake of 2 hours and having to cover the machines.
- The colour coding clearly communicates what type of car park it is but there needs to be new, clear signage.
- Having an all-day option on Etnam Street will be beneficial as people park there all day already and have to return to buy another ticket during the day. It could also be used for the station parking.
- The revenue raised could be used to support and improve local bus services.

(g) **Brierley Traffic Regulation Order**

- Following consideration, the councillors **RESOLVED** to support this proposal to limit the speed to 30mph through the village of Brierley on U93600.

PH77/20 LICENCING MATTERS

No licencing applications have been received to consider.

PH78/20 DATE OF NEXT MEETING

Committee noted that the next meeting would be held on Monday 5th October 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 18.49 hours.

CHAIR:

DATE:

LEOMINSTER TOWN COUNCIL

COMMUNICATIONS & EVENTS COMMITTEE

Minutes of the Communications & Events Committee meeting held on Tuesday 14th July 2020 commencing at 11:30am remotely via Zoom.

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

OFFICERS PRESENT: Town Clerk, Market Officer, TIC Manager (11.40), Grants and Projects Officer (11.45).

CE11/20 APOLOGIES FOR ABSENCE

No apologies for absence were received.

CE12/20 DECLARATIONS OF INTEREST

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

CE13/20 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

CE14/20 QUESTIONS FROM THE PUBLIC

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

CE15/20 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Communications and Events Committee meeting held on Tuesday 12th May 2020 be agreed and signed as a correct record when the social distancing restrictions are lifted by central government.

CE16/20 CLERK’S REPORT

The clerk had nothing to report.

CE17/20 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 resumed trading for essential traders only on 15th May 2020 and were visited by an Environmental Health Officer from Herefordshire Council and a police officer to ensure compliance with COVID-19 social distancing regulations.
- To note that traders of non-essential goods returned on 12th June and that to date, trade is steady.
- To thank Cllr. John Rumsey for his help and support to organise the market at what has been a difficult time.
- To resume charging market rents.
- To note that the Farmers Market returned on 13th June 2020 and that the new layout made the event look more appealing.

- To write a feature on the Market Traders for Leominster News to promote the market.
- To look at promotion of both markets for which there is a budget available.

The Market Manager left the meeting at 11.43am.

CE18/20 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 list is being compiled in order to provide an update of which attractions and shops are open.
- To note that the Front Garden Competition went ahead and prizes were awarded at the Farmers Market.
- To note that clearing/planting work has been carried out by Leominster in Bloom whilst observing social distancing regulations.
- To note that Leominster in Bloom had a new website that includes a heritage page.
- To note that the distribution of free 'Walking out from Leominster' books has been very successful in promoting exercise at this time.
- To note that an A-Z of Leominster has received excellent feedback on social media and that a new website provider is being researched to ensure compliance with accessibility regulations.
- To note that the TIC opened and is currently trading through the sash window at the front of the building.
- To note that the TIC now stock Herefordshire Council green waste bags which are proving popular and currently have next year's calendar on sale.

CE19/20 COMMUNICATIONS & EVENTS UPDATE REPORT

Committee received an update from the Town Clerk.

The Grants and Projects Officer presented an update on the LEADER signage project.

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

- To note the reports;
- To note that the Party in the Park has now been postponed until 2021.
- That the clerk would investigate holding the Market Towns Forum via Zoom if there is enough interest.
- To note that the Servant's Quarters were now being cleaned following the 5 step enhanced cleaning protocol and that three new bookings.
- To note that the COVID-19 bookmarks have been distributed and have resulted in additional requests for support.
- To note that the flag was raised and flown for Armed Forces Week.
- To note that the Mayor & Deputy Mayor attended a socially distanced event to celebrate St Johns Ambulance and the Town Council Offices were lit in green. An article was published in the Hereford Times and an article submitted to Leominster News.

- To note that the signage project was well under way with three welcome signs installed, events panel signs were being made, posts refreshed ready for the new fingerposts, interpretation panels being typeset and the lectern surrounds were being made. Promotion of the welcome signage on Facebook had a good reach.
- That the clerk would contact The Priory regarding the Civic Service in October.

CE 20/20 DATE OF NEXT MEETING

Committee noted that the next Communication and Events meeting would be held on Tuesday 15th September 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 12:14pm.

CHAIR:

DATE:

LEOMINSTER TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the Finance & General Purposes Committee meeting held on Monday 7th September 2020 commencing at 19:00 hours remotely via 'Zoom'.

MEMBERS PRESENT: Councillors Murdoch (Chair), Marshall (Vice-Chair), Bartlett, Davies, Marsh, Norman (19.04), Rumsey, Sutcliffe, Thomas and Williams (19.04).

OFFICER PRESENT: Town Clerk

FG19/20 APOLOGIES FOR ABSENCE

No apologies for absence were received.

FG20/20 DECLARATIONS OF INTEREST

The following declarations of interest were made:

- Cllr Bartlett: Leominster Area Polish Society

FG21/20 REQUESTS FOR DISPENSATIONS

There had been no requests for dispensations received.

FG22/20 QUESTIONS FROM THE PUBLIC

One member of the public was present and raised the following query regarding the provision of a new BMX pump track in the town. As a resident with children that lives near Sydonia park, he noticed that the skate park is over populated with BMX bikes and asked if it was possible that funding could be made available to install a pump track. Following discussion, it was outlined that external funding would have to be sought and a feasibility study carried out. It was agreed that the resident would attend a Zoom meeting with Councillors to give a presentation with examples, so that the councillors could gain a clearer understanding of the type of facility requested.

FG23/20 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Finance & General Purposes Committee meeting held on 29th June 2020 be agreed and signed as a correct record when social distancing restrictions are lifted.

FG24/20 CLERK'S REPORT

- Committee considered the table of quotes to build a more up to date, accessibility compliant website. Following discussion, it was proposed by Cllr. Thomas, seconded by Cllr. Davies and unanimously **RESOLVED** to accept the quote from Aubergine based on their experience with building town council websites, staff training available and ongoing service costs.

FG25/20 FINANCIAL AND COMMITTEE MATTERS

(a) Income and Expenditure Report

- Committee considered the final end of year report up to 31st July 2020 (Month 4) and the accompanying Budget Notes and it was **RESOLVED** that the report be ratified.
- Committee also considered the end of year projection and noted that this would be updated and presented at all Finance & General Purposes Committee meetings.

(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 July and August 2020.

(c) Committee Report – Committee considered the Committee Update Report and, following discussion, **RESOLVED**:

- To note the report;
- To appoint Cllrs. Murdoch, Bartlett and Davies to the Budget Task & Finish Group to help develop the 2021/22 budget and revise the Corporate Plan and the Medium Term Financial Plan.
- That the John Scarlett Davis quote should be revisited for an accurate estimate of cost and a funding allowance for conservation works be put into the 2021/22 budget.
- That an outreach article for the Knife Angel sculpture be submitted to the Leominster News when the sculpture is installed at Hereford Cathedral in June 2021 and to generate ideas for other outreach projects associated to the sculpture.
- That the Clerk should contact Balfour Beatty to arrange for the tree contractors to return and carry out balanced pruning to the trees on West Street, outside The Talbot Hotel, as currently this will prevent the re-installation of the Christmas lights.
- To accept the Millennium Quest quotation for the work to the Christmas Light timers to ensure the efficient operation of the Christmas lights this year.

FG26/20 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 award a grant of £600 to the Leominster Area Polish Society towards the provision and installation of a heritage interpretation board and associated publicity.
- (b) **Quotes for the upgrade of the heating system** – Committee considered the recommendations of the Task & Finish Group and **RESOLVED;**
- To accept the Grange quotation of £7240.00 for upgrading the heating system at 11 Corn Square so that it operates more efficiently.
- (c) **Potential devolved asset acquisition** – Committee considered the potential of the asset that could be acquired from Herefordshire Council and following discussion, it was **RESOLVED** to submit an expression of interest, that a site visit will be arranged and more information be requested.
- (d) **National Joint Council Local Government Services Pay Agreement 2020-21** – The pay agreement of 2.75% and an additional day holiday pro rata were noted. This had already been budgeted for in the 2020-21 annual budget and will be back dated to April 1st 2020.

FG27/20 DATE OF NEXT MEETING

Committee noted that the next meeting of the Finance & General Purposes Committee would be held on Monday 26th October 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 20.44 hours.

CHAIR:

DATE:

LEOMINSTER TOWN COUNCIL

ENVIRONMENT AND SERVICES COMMITTEE

Minutes of the Environment & Services Committee meeting held on Monday 20th July 2020
19.00 hours remotely via Zoom.

MEMBERS PRESENT: Councillors Herschy (Chair), Smith-Winnard (Vice-Chair)(19.03), Bartlett, Davies, Murdoch, Norman, Parris, Rumsey, Sutcliffe, Thomas and Williamson.

OFFICERS PRESENT: Town Clerk and the Environmental Services Supervisor.

ES11/20 APOLOGIES FOR ABSENCE

No apologies for absence were received.

ES12/20 DECLARATIONS OF INTEREST

Cllr. Murdoch - Allotments

ES13/20 REQUESTS FOR DISPENSATIONS

There had been no requests for dispensations received.

ES14/20 QUESTIONS FROM THE PUBLIC

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

ES15/20 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Environment & Services Committee meeting held on Monday 11th May 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.

ES16/20 CLERK'S REPORT

The clerk had nothing to report.

ES17/20 COMMITTEE UPDATE REPORT

Committee considered the update report and following discussion they

RESOLVED:

- To note the report;
- To appoint an alternative drainage contractor at a cost of £350 per day for 1.5 days to carry out further investigations into the flooding issues with a mini digger;
- To investigate the benefits of purchasing a chipper and feedback suggestions for the Environment & Services Committee for the next meeting on 14th September to include:
 - Total cost to purchase

- Annual servicing costs
- Costs of key parts
- Environmental benefits
- Savings
- To contact Cllr. John Harrington, Cabinet Member for Transport and Infrastructure to discuss verge management around the parish and to investigate how to dispose of the green waste once the wildflower verges/meadow have been cut;
- To investigate if there is local community interest to adopt the old phone box on Hengrave Green and what they would like to see it used for eg. Defibrillator;
- To note that the Lengthsman Drainage Scheme Grant has been applied for;
- To note that new COVID-19 signage has been ordered for the play areas that Leominster Town Council are responsible for;
- To note that the public toilets at The Grange and Central Car Park have reopened Monday – Saturday, 8am – 2pm with an enhanced cleaning regime;

ES18/20 GROUNDS TEAM UPDATE

Committee considered the report and **RESOLVED:**

- To note the report;
- That the Environmental Supervisor should investigate the possibility of installing an accessible toilet at the allotments whilst investigating a suitable location for an accessible plot;

ES19/20 CONFIDENTIAL ITEMS

(a) Ginhall Green Easement – This is now with a land agent for action.

ES20/20 DATE OF NEXT MEETING

Committee noted that the next meeting would be held on Monday 14th September 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 20.10 hours.

CHAIR: _____

DATE: _____

LEOMINSTER TOWN COUNCIL

PERSONNEL SUB-COMMITTEE

Minutes of the Personnel Sub-Committee meeting held on Wednesday 19th August 2020 commencing at 14:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

MEMBERS PRESENT: Councillors Thomas (Mayor), Murdoch (Chair F&GP), Herschy (Chair E&S), Rosser (Chair P&H) and Rumsey (Chair C&E).

OFFICERS PRESENT: Town Clerk

PC09/20 APOLOGIES FOR ABSENCE

No apologies were received.

PC10/20 DECLARATIONS OF INTEREST

Cllr. Rumsey – Agenda item 6(a) distant relative by marriage

Cllr. Rosser – Agenda item 6(a) associate of staff member's parent

PC11/20 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

PC12/20 QUESTIONS FROM THE PUBLIC

There were no members of the public present.

PC13/20 MINUTES OF PREVIOUS MEETING

The minutes of the Personnel Sub-Committee meeting held on 6th May 2020 were agreed and signed as a correct record.

PC14/20 CONFIDENTIAL ITEMS

As certain items were expected to include the consideration of exempt information and Personnel Sub-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) Grievance – The Sub-Committee were informed that a grievance had been raised by a member of staff. A date will be set for a hearing in line with Leominster Town Council Grievance Procedure.

(b) Staff Update – The clerk gave the Sub-Committee a verbal update of staff activities and planned training. An update was also provided detailing the tasks completed by the Museum Curator since the COVID-19 lockdown. It was

RESOLVED to arrange a meeting to discuss the impact of COVID-19 with Museum representatives as soon as possible.

- (c) **Staff Training** – It was **RESOLVED** that the clerk should register for CiLCA in September and attend HALC training support sessions. It was also **RESOLVED** that the clerk should also investigate a personal licence course.

- (d) **Updated Job Descriptions for Senior Staff** – The new job descriptions for Senior Staff, that will be used as part of the next appraisal process, were reviewed and following discussion it was **RESOLVED** to add three extra items to one of the job descriptions.

- (e) **Recruitment** – Following discussion it was **RESOLVED** to recruit a Tourist Information Assistant on a 3 month, Fixed Term contract of 16 hours per week and review at the end of that period.

- (f) **Clerk and Senior Staff Appraisals**- The clerk’s appraisal by the Mayor and the Chair of Finance & General Purposes Committee will follow this meeting and it was **RESOLVED** that the date for the senior staff appraisals should be set in September.

PC15/20 DATE OF NEXT MEETING

A suggested date for the next meeting of the Personnel Sub-Committee would be circulated by the Town Clerk following the meeting.

There being no other business, the meeting closed at 15:13 hours.

CHAIR:

DATE:

Date: 07/09/2020

Inv Date	Inv No.	PAYEE	AMOUNT	DETAILS	Transfer Date	REF (BACS)	19/08/2020
11/08/2020	45810	Station Motors (Leo) Ltd	£68.78	Test and repair cigarette socket on CX55			
11/08/2020	0826AIX988	Travis Perkins	£52.25	pasterboards x7			
10/08/2020	0826AIX907	Travis Perkins	£39.36	Caberfloor x4			
05/08/2020	0826AIX740	Travis Perkins	£83.48	Timbers			
06/08/2020	0826AIX793	Travis Perkins	£4.91	Nails			
05/08/2020	0826AIX770	Travis Perkins	£123.84	Caberwood MDF x8			
19/08/2020	546664	Cleanmy	£266.21	Cleaning and hygiene products			
20/08/2020	546751	Cleanmy	£19.95	Face Shield x5			
Inv Date	Inv No.	PAYEE	AMOUNT	DETAILS	Transfer Date	REF (BACS)	20/08/2020
10/08/2020	27	One Stop Dry Cleaner & Laundry Ltd	£59.40	Laundry - Servant Quarter			
20/08/2020	INV-1553	Point to Point Services p2p	£71.80	face masks x4 boxes of 50			
20/08/2020	N/A	Jackie Whittall	£25.20	Expenses Claim			
30/07/2020	498429	Arrow Plant & Tool Hire	£511.32	Face masks,trimmer line, hi-viz waist coat & waterproofs,hand gel,barrier tape, gloves, bolt cutters,batteries, charger,blue rolls			
12/08/2020	0826AIY012	Travis Perkins	£57.34	paint,roller sleeve & cage frame,brush,spirit			
17/08/2020	0826AIY116	Travis Perkins	£53.02	paint, caulk			
24/08/2020	Sales-1241	Refresh Bespoke Workwear	£120.00	embroidered polo shirt			
17/08/2020	23	One Stop Dry Cleaner & Laundry Ltd	£32.30	Laundry - Servant Quarter			
01/08/2020	E4102840000 1	EDF	£52.80	Depot - electricity 25June-08July 2020			
21/08/2020	5780	Keith Newman Ltd	£250.00	fire risk survey- Corn Square			
19/07/2020	132758	Keri Harris	£35.00	Eye test at Specsavers			
26/08/2020	547078	Cleanmy	£34.43	Blue rolls and toilet rolls			
24/08/2020	110847	Managed Technology	£13.40	printing and copying			
Inv Date	Inv No.	PAYEE	AMOUNT	DETAILS	Transfer Date	REF (BACS)	03/09/2020
N/A	N/A	Worcestershire Pension Funds	£5,036.86	Form PCF1 Pension contribution August 2020			
21/08/2020	156740	Quickskip Recycling	£240.00	Bins - exchange			

Date: 07/09/2020

31/08/2020	157567	Quickskip Recycling	£74.40	Wheelie bins			
26/08/2020	LNSEP0401	The Leominster News	£120.00	September issue			
25/08/2020	46735	BOSS Border Office supplies & systems	£12.02	printing and copying			
27/08/2020	547179	Cleanmy	£49.90	sanitisers			
20/08/2020	0826AIY251	Travis Perkins	£29.09	timber x4			
24/08/2020	0826AIY344	Travis Perkins	£20.33	paint			
30/06/2020	45602	Station Motors (Leo) Ltd	£235.44	EX06 - test and repair			
24/08/2020	38	One Stop Dry Cleaner & Laundry Ltd	£31.90	Flat - laundry			
24/08/2020	41	One Stop Dry Cleaner & Laundry Ltd	£32.00	Flat - laundry			
29/08/2020	001174	Etnam News	£35.49	milk, sugar, cling film, tea bags			
28/08/2020	5785	Keith Newman Ltd	£230.00	fire risk survey- Unit 7 Depot			
31/08/2020	AREXT/00225 582	National Express Limited	£20.33	Coach ticket			
31/08/2020	13493	Microshade Business Consultants	£330.00	Accounting support 12th, 19th and 26th Aug			
31/08/2020	635254	Leominster Building supplies	£350.80	Light tube,hinges,ply,key cut,fobs,knob, paint, sacks,bolts&nuts,cabin hook,door pull			
31/08/2020	320206	TAG Tallis Amos Group	£81.68	new plug,cleaned, filter, sharpen blades, grease gearbox, tested - 38006553			
31/08/2020	320205	TAG Tallis Amos Group	£72.83	new plug,cleaned, filter, sharpen blades, grease gearbox, tested -38006952			
27/08/2020	499640	Arrow Plant & Tool Hire	£44.05	Hire: breakers and transformers			
27/08/2020	499656	Arrow Plant & Tool Hire	£214.91	tapes,cable ties,keyless chuck,screwdriver set, drill bits, facemasks,blades, trousers,boots			
04/08/2020	1066480432	Welsh Water	£5.53	Water bill - Unit 7 depot			

Date: 21/09/2020

Inv Date	Inv No.	PAYEE	AMOUNT	DETAILS	Transfer Date	REF (BACS)	10/09/2020
31/08/2020	1363	Morrall Play services MPS	£297.00	Annual inspection x5 @£49.5/site			
	E4102840000						
29/08/2020	30	EDF Energy	£326.79	Electricity bill - Unit7 Depot 25June-21August 2020			
28/08/2020	0826AIY533	Travis Perkins	£51.83	skirting,timbers			
28/08/2020	0826AIY555	Travis Perkins	£37.32	plasterboards x5			
26/08/2020	0826AIY441	Travis Perkins	£195.22	hinge,wire,concrete,timber,featheredge,fence post			
27/08/2020	0826AIY494	Travis Perkins	£27.28	featheredge x8			
01/09/2020	N/A	Jackie Whittall	£55.72	Expenses - green laundry sacks for Flat x4			
04/09/2020	80	Bromyard Launderette	£19.70	laundry - servant quarter			
02/09/2020	6837	Frank's Luxury Biscuit Company Ltd	£175.13	TIC stock-biscuits			
07/09/2020	QL197973	SLCC	£118.80	ILCA fee - Jackie Whittall			
01/09/2020	11910	Vision ICT Ltd	£104.40	Hosted email a/c Nov 2020 - Oct 2021			
07/09/2020	3814	Shine On Window Cleaners	£46.00	window cleaning			
10/09/2020	91369630	Herefordshire Council	£2,758.54	CCTV 01/10/2020 - 31/12/2020			
07/09/2020	INV-48111	The Craft Drink Co Ltd	£94.40	TIC stock-drinks			

Date: 22/09/2020

Inv Date	Inv No.	PAYEE	AMOUNT	DETAILS	Transfer Date	REF (BACS)	22/09/2020
08/09/2020	8092020	Bromyard Launderette	£30.30	Laundry- Servant Quarter			
07/09/2020	4223	Floor Styles	£566.13	Flooring - new Depot Unit 7			
17/09/2020	INV-8403	Barrington Print Ltd	£9.60	Name Badge			
21/09/2020	26205	InTouchNow	£71.98	Monthly fee - Aug and Sept 2020			
07/09/2020	0826AIY766	Travis Perkins	£75.18	Caulk,filler,paint,timeberx9,cloak board			
10/09/2020	0826AIY913	Travis Perkins	£144.01	Timbers of various sizes			
11/09/2020	0826AIY950	Travis Perkins	£23.11	Timber x6			
N/A	N/A	Leominster Area Polish Society	£600.00	Grant-provision & installation of heritage interpretation board and associated publicity			agreed @F&GP 07/09/2020
15/09/2020	111452	Managed Technology	£10.26	printing and copying			
04/09/2020	548622	Cleanmy	£58.55	cleaning and hygiene products			
21/09/2020	1665	D. M. Electrical Services	£595.00	Intallation-emergency lighting - Unit7 New Depot			
N/A	N/A	Worcestershire Pension Fund	£4,995.62	Pension Funds - September 2020			
23/09/2020	13559	Microshade Business Consultants Ltd	£650.87	Hosting and IT services			
N/A	N/A	HMRC	£3,642.90	PAYE & NI -December 2019			
N/A	N/A	HMRC	£3.03	interest for PAYE & NI -December 2019			
N/A	N/A	HMRC	£5,404.30	PAYE & NI - September 2020			
02/09/2020	N/A	Herefordshire Council	£180.00	Premises Licence fee - annual			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Finance and General Purposes								
101 Administration - Central Costs								
1076 Precept	0	278,787	557,574	278,787			50.0%	
Administration - Central Costs :- Income	0	278,787	557,574	278,787			50.0%	0
4012 Software, IT and Support	542	3,533	7,000	3,467		3,467	50.5%	
4014 Website	30	113	1,000	887		887	11.3%	
4016 Photocopier	311	891	3,500	2,609		2,609	25.5%	
4019 Recruitment	0	0	500	500		500	0.0%	
4020 Advertising	0	0	500	500		500	0.0%	
4027 Equipment	0	88	1,000	912		912	8.8%	
4030 Telephone	349	1,765	4,000	2,235		2,235	44.1%	
4035 Postage	9	12	700	688		688	1.7%	
4040 Printing and Stationery	98	249	1,800	1,551		1,551	13.8%	
4048 Subscriptions	0	2,414	2,640	226		226	91.4%	
4050 Insurance	0	7,494	7,500	6		6	99.9%	
4900 Contingency	0	0	2,000	2,000		2,000	0.0%	
Administration - Central Costs :- Indirect Expenditure	1,339	16,559	32,140	15,581	0	15,581	51.5%	0
Net Income over Expenditure	(1,339)	262,228	525,434	263,206				
105 Corporate Management								
4000 Salaries	10,521	52,889	145,000	92,111		92,111	36.5%	
4008 Travel and Subsistance	54	323	2,100	1,777		1,777	15.4%	
4010 Conferences and Training	0	200	2,500	2,300		2,300	8.0%	
4125 Bank Charges	95	150	1,000	850		850	15.0%	
4130 Accountancy/Corporate Gov.	275	1,831	2,200	369		369	83.2%	
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	0	1,535	500	(1,035)		(1,035)	307.1%	
4140 Employment/Health & Safety	480	480	2,140	1,660		1,660	22.4%	
Corporate Management :- Indirect Expenditure	11,425	57,684	157,540	99,856	0	99,856	36.6%	0
Net Expenditure	(11,425)	(57,684)	(157,540)	(99,856)				
110 Democratic Services								
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%	

	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	0	0	1,000	1,000		1,000	0.0%	
4220 Civic Officers	0	0	1,200	1,200		1,200	0.0%	
Democratic Services :- Indirect Expenditure	0	0	10,300	10,300	0	10,300	0.0%	0
Net Expenditure	0	0	(10,300)	(10,300)				
<u>115 Grants</u>								
1065 Small Grants Received	0	482	0	(482)			0.0%	
Grants :- Income	0	482	0	(482)				0
4235 General Grants	0	1,932	10,000	8,068		8,068	19.3%	
4236 Community Centre	0	0	8,000	8,000		8,000	0.0%	
4237 Grange Court	0	0	7,000	7,000		7,000	0.0%	
4238 Youth Funding	0	1,750	9,000	7,250		7,250	19.4%	
4239 CAB Grant	0	8,000	8,000	0		0	100.0%	
4241 Small Grants Expenditure	36	389	0	(389)		(389)	0.0%	
Grants :- Indirect Expenditure	36	12,071	42,000	29,929	0	29,929	28.7%	0
Net Income over Expenditure	(36)	(11,589)	(42,000)	(30,411)				
<u>125 Corn Square</u>								
1400 Income-Room Hire	721	2,828	17,000	14,172			16.6%	
1403 Income Flat	1,827	1,945	13,000	11,055			15.0%	
Corn Square :- Income	2,548	4,773	30,000	25,227			15.9%	0
4180 Cleaning	767	2,190	2,400	210		210	91.3%	
4181 Window Cleaning	46	46	600	554		554	7.7%	
4182 Electricity	0	474	3,500	3,026		3,026	13.5%	
4183 Gas	0	781	3,500	2,719		2,719	22.3%	
4185 Business Rates	1,010	5,055	11,500	6,445		6,445	44.0%	
4186 Water Rates	76	380	1,800	1,420		1,420	21.1%	
4187 Repairs and Renewals	419	2,682	3,500	818		818	76.6%	
4188 Fixtures and Fittings	0	699	2,500	1,801		1,801	28.0%	
4700 Loan Repayments	0	13,636	27,734	14,098		14,098	49.2%	
Corn Square :- Indirect Expenditure	2,318	25,943	57,034	31,091	0	31,091	45.5%	0
Net Income over Expenditure	229	(21,170)	(27,034)	(5,864)				
<u>130 Tourist Information</u>								
1010 Income-Commission	1	1	1,400	1,399			0.1%	
1510 Income-Coach trips	21	21	8,000	7,979			0.3%	
1511 Income-Books & Maps	205	498	4,900	4,402			10.2%	

Detailed Income & Expenditure by Budget Heading 31/08/2020

Month No: 5

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	33	47	1,400	1,353			3.3%	
1513 Income-Souvenirs	29	120	6,600	6,480			1.8%	
1514 Income-Food/Drinks	46	118	4,500	4,382			2.6%	
1515 Income-Craft	0	25	2,400	2,375			1.0%	
1516 Income-Advertising	0	0	300	300			0.0%	
1519 Income-Green Sacks	792	1,891	0	(1,891)			0.0%	
Tourist Information :- Income	1,127	2,721	29,500	26,779			9.2%	0
3000 Cost of Sales	0	737	18,000	17,263		17,263	4.1%	
3010 Costs-Coach Trips	21	21	8,000	7,979		7,979	0.3%	
4000 Salaries	3,532	19,460	50,000	30,540		30,540	38.9%	
4028 Green Sacks Purchase	1,000	2,400	0	(2,400)		(2,400)	0.0%	
Tourist Information :- Indirect Expenditure	4,553	22,619	76,000	53,381	0	53,381	29.8%	0
Net Income over Expenditure	(3,426)	(19,898)	(46,500)	(26,602)				
Finance and General Purposes :- Income	3,675	286,762	617,074	330,312			46.5%	
Expenditure	19,671	134,875	375,014	240,139	0	240,139	36.0%	
Movement to/(from) Gen Reserve	(15,996)	151,887						

	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	0	0	16,000	16,000			0.0%	
Market :- Income	0	0	16,000	16,000			0.0%	0
4005 Market Management	98	989	6,000	5,011		5,011	16.5%	
4020 Advertising	0	0	1,000	1,000		1,000	0.0%	
4021 Promotions	0	250	1,000	750		750	25.0%	
4048 Subscriptions	0	358	360	2		2	99.4%	
Market :- Indirect Expenditure	98	1,597	8,360	6,763	0	6,763	19.1%	0
Net Income over Expenditure	(98)	(1,597)	7,640	9,237				
<u>220 Central Area Toilets</u>								
4182 Electricity	0	0	750	750		750	0.0%	
4185 Business Rates	165	822	1,700	878		878	48.3%	
4186 Water Rates	0	443	1,500	1,057		1,057	29.5%	
4300 Maintenance	6	6	500	494		494	1.2%	
Central Area Toilets :- Indirect Expenditure	171	1,271	4,450	3,179	0	3,179	28.6%	0
Net Expenditure	(171)	(1,271)	(4,450)	(3,179)				
<u>225 The Grange Toilets</u>								
4182 Electricity	0	93	1,100	1,007		1,007	8.4%	
4186 Water Rates	0	556	2,000	1,444		1,444	27.8%	
4300 Maintenance	0	28	500	472		472	5.6%	
The Grange Toilets :- Indirect Expenditure	0	677	3,600	2,923	0	2,923	18.8%	0
Net Expenditure	0	(677)	(3,600)	(2,923)				
<u>250 Economic Development</u>								
4023 Newsletter	120	720	1,560	840		840	46.2%	
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	298	298	5,000	4,702		4,702	6.0%	
4375 CCTV	0	5,517	11,035	5,518		5,518	50.0%	
4380 Festive Lights	0	16,242	16,000	(242)		(242)	101.5%	
Economic Development :- Indirect Expenditure	418	22,778	38,845	16,067	0	16,067	58.6%	0
Net Expenditure	(418)	(22,778)	(38,845)	(16,067)				

	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	12,848	63,018	171,000	107,982		107,982	36.9%	
4006 Uniforms	267	1,260	1,400	140		140	90.0%	
4027 Equipment	184	395	3,000	2,605		2,605	13.2%	
4187 Repairs and Renewals	129	200	3,000	2,800		2,800	6.7%	
4300 Maintenance	47	305	8,000	7,695		7,695	3.8%	
4305 Play Areas	0	129	0	(129)		(129)	0.0%	
4320 Vehicle Maintenance	254	1,022	3,000	1,978		1,978	34.1%	
4321 Vehicle Fuel	369	1,215	3,000	1,786		1,786	40.5%	
4350 Street Cleaning	0	0	500	500		500	0.0%	
4351 Waste	659	2,771	7,000	4,229		4,229	39.6%	
4355 Tree Management	0	1,560	2,500	940		940	62.4%	
4356 Solar Panel Installation	0	0	3,000	3,000		3,000	0.0%	
4370 Leominster in Bloom	0	0	0	(0)		(0)	0.0%	
4999 Reallocated Labour Costs	(397)	(397)	0	397		397	0.0%	
Open Spaces :- Indirect Expenditure	14,359	71,479	205,400	133,921	0	133,921	34.8%	0
Net Expenditure	(14,359)	(71,479)	(205,400)	(133,921)				
<u>202 Depot</u>								
4050 Insurance	0	498	0	(498)		(498)	0.0%	
4180 Cleaning	104	244	900	656		656	27.1%	
4182 Electricity	0	0	800	800		800	0.0%	
4185 Business Rates	197	197	2,100	1,903		1,903	9.4%	
4186 Water Rates	0	0	550	550		550	0.0%	
4187 Repairs and Renewals	2,447	4,031	3,055	(976)		(976)	131.9%	
4188 Fixtures and Fittings	0	276	1,000	724		724	27.6%	
Depot :- Indirect Expenditure	2,748	5,246	8,405	3,159	0	3,159	62.4%	0
Net Expenditure	(2,748)	(5,246)	(8,405)	(3,159)				
<u>203 Allotments</u>								
1120 Income-Allotments	30	244	5,000	4,756			4.9%	
Allotments :- Income	30	244	5,000	4,756			4.9%	0
4025 Miscellaneous	0	567	500	(67)		(67)	113.4%	
4184 Rent	113	613	1,500	887		887	40.9%	
4186 Water Rates	34	170	500	330		330	34.0%	
4300 Maintenance	350	430	1,000	570		570	43.0%	
Allotments :- Indirect Expenditure	497	1,780	3,500	1,720	0	1,720	50.9%	0
Net Income over Expenditure	(467)	(1,536)	1,500	3,036				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>260 Capital Projects</u>								
1080 Loan Funded Projects	0	1,022	10,000	8,978			10.2%	
1081 Funded From Earmarked Reserves	0	21	20,000	19,979			0.1%	
Capital Projects :- Income	<u>0</u>	<u>1,043</u>	<u>30,000</u>	<u>28,957</u>			<u>3.5%</u>	<u>0</u>
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	7,220	31,953	0	(31,953)		(31,953)	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	1,463	3,869	10,000	6,131		6,131	38.7%	
4716 Toilet Refurb-Reserve Funded	0	21	20,000	19,979		19,979	0.1%	
Capital Projects :- Indirect Expenditure	<u>8,683</u>	<u>43,447</u>	<u>139,000</u>	<u>95,553</u>	<u>0</u>	<u>95,553</u>	<u>31.3%</u>	<u>0</u>
Net Income over Expenditure	<u>(8,683)</u>	<u>(42,404)</u>	<u>(109,000)</u>	<u>(66,596)</u>				
Environment and Services :- Income	30	1,287	51,000	49,713			2.5%	
Expenditure	26,975	148,275	411,560	263,285	0	263,285	36.0%	
Movement to/(from) Gen Reserve	<u>(26,945)</u>	<u>(146,988)</u>						

	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 Rollong Programme	0	0	20,725	20,725		20,725	0.0%	
9004 Play Equipment Reserve	0	0	6,000	6,000		6,000	0.0%	
9005 Public Convienience Reserve	0	0	31,800	31,800		31,800	0.0%	
9006 Youth Projects	0	0	8,350	8,350		8,350	0.0%	
9007 Capital Receipts Reserve	0	0	27,638	27,638		27,638	0.0%	
9008 Unspent Loans	0	0	140,466	140,466		140,466	0.0%	
Earmarked Reserves :- Indirect Expenditure	0	3,105	275,629	272,525	0	272,525	1.1%	0
Net Expenditure	0	(3,105)	(275,629)	(272,525)				
Earmarked Reserves :- Income	0	0	0	0			0.0%	
Expenditure	0	3,105	275,629	272,525	0	272,525	1.1%	
Movement to/(from) Gen Reserve	0	(3,105)						
Grand Totals:- Income	3,705	288,049	668,074	380,025			43.1%	
Expenditure	46,646	286,433	1,066,703	780,270	0	780,270	26.9%	
Net Income over Expenditure	(42,941)	1,616	(398,629)	(400,245)				
Movement to/(from) Gen Reserve	(42,941)	1,616						

2020/21 Month 5 Budget Notes

These notes are intended to accompany the budget reports for the end of month 5 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.

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.

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 and legal work for New Depot lease.

115: Grants

4236: Community Centre

- Grant has been allocated and payment is being processed.

4237: Grange Court

- Grant has been allocated and payment is being processed.

125: Corn Square

4180: Cleaning

- Costs are 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

- Now beginning to show income.

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.

130: Tourist Information Centre Income

- TIC extended trading on 1st Sept 2020. Month 5 figures show income to the end of August 2020.

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 chasing up a refund on unsuitable uniform items.

4355: Tree Management

- Includes emergency works on trees on Town Council properties. A tree survey has been agreed for 2020/21 financial year, so this is an area of anticipated overspend. Tree surveys are required on a regular basis.

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.

203: Allotments

1120: Income – Allotments

- Invoices began to be sent out last week and income should begin to show an increase from month 6.

4025: Miscellaneous

- Includes subscription for the new allotment management software. There will be an overspend as the drainage pipe that requires repair will need to be addressed. Repair means that several plots will be able to be brought back into use.

205: Market

1402: Income – market

- Market will show income from month 6 as it was recently banked.

250: Economic Development

4023: Newsletter

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

4375: CCTV

- Includes 2/4 payment instalments for 2020/21. Month 5 includes contributions covering the period up to Sept 2020.

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.

Ward report Leominster South – September 2020

This useful document from our local data team shows people in the county who are socially and economically vulnerable to the impact of Covid, as well as those whose health is at risk. <https://understanding.herefordshire.gov.uk/media/1927/covid-19-impact-in-herefordshire-v15-without-links.pdf> The proportions are high so it is disturbing reading, especially as the pandemic shows no signs of abating.

Locally 1 in 3 people are at increased risk of severe illness from Covid 19. When you then add in all those who live with them and others committed to keeping them well, it's easy to see that a very large number of our residents need to take extra care to keep their distance from others in order to feel it's safe for them to be out and about. And all of us need some company and a change of scene now and then!

I am therefore committed to encouraging everyone to continue taking sensible precautions so people feel safe to come into town. Leominster needs their business! It would take so little for infection to rise locally again, and the impact on our residents and businesses would be distressing.

Herefordshire Council meetings have continued on Zoom and we are all becoming more adept. It is easier to attend briefing meetings that are a distance away online than in person, which is a bonus. However it is very important to meet people face to face as well: I look forward to the time when councillors can meet up in person once more, at least in smaller groups. I continue to feed in on the town's behalf with regard to matters including the TTROs and the review of car parking charges.

I was sorry to find the depth of misunderstanding locally of the respective roles of the Town Council and Herefordshire Council in making decisions affecting the town. I very much value the work of the town council staff and councillors and their input into policy making across the town and surrounding areas like Brierley. I will do my best to ensure they are not criticised for decisions which are not finally taken by them. I have worked to address this by delivering a letter to town centre businesses giving them the link for any comments about the TTRO and also a piece in next month's Leominster News.

We all need some light heartedness so I welcomed the ingenuity of Leominster Priory in putting on an online pet show this summer. Great fun, and a small way to make up some of their lost income. I know we will all miss Mike Kneen, who has just retired as Rector. Mike has been chaplain to many Leominster mayors during his 12 years here and has been a strong supporter of the role of councillors in the community.

Trish Marsh

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

My last report expressed relief as Covid 19 restrictions were lifted and things began to settle into a new routine. In the past week, this has changed, and restrictions on social gatherings have once again been tightened up, as the number of infections begins to rise. At the moment, these new rules do not affect businesses directly, and things do seem to be busier in the town. The temporary introduction of 20mph speed limits, and the exclusion of cars in the centre of town for a few hours each day, did make it much easier and safer for older and less able people to get around and to queue outside shops. Unfortunately, traders felt it was reducing trade and so the closures have been limited to Friday. I am sorry that the 20mph signs, which everyone seemed to welcome, were removed by vandals and have not yet been replaced.

We are lucky in Herefordshire to have been far less affected than many other areas and this does seem to have led to some complacency, especially among younger people, who are not always adhering to distancing guidelines and putting others more vulnerable at risk. The apparent rise in infections, may lead to further lockdown and our wonderful band of volunteers may be asked to step up once again to support those who are shielding and unable to get out for shopping and medication. At least we have a tried and tested organisation, and will not have to start from scratch.

Leominster in Bloom have, once again, given us a fantastic display throughout the town, just the thing to lift the spirits in difficult times. And I have just come back from their plant fair on the Grange, laden with plants and honey and hops. Lots of stalls and lots of people, well able to distance sensibly, but all enjoying a lovely sunny day, and a chance to chat and catch up with friends we haven't seen for a long time. At the same time, Grange Court have been holding a Heritage Open Day, and apple pressing event.

Schools are now open again for the Autumn term, with detailed plans in place to minimise the risks of infection, to enable safe travel and to support pupils in catching up for the time and education they have missed. This will not be straightforward as already, six schools have had to send children home to isolate because of contact with children and adults testing positive. This is likely to be the pattern in the coming months, and means that 'blended learning', the combination of classroom and online teaching will continue to be widely used. One cause for concern is the gathering of parents outside the school gates, often with little sign of distancing, putting at risk the careful plans for school activities. We are looking at the possibility of putting up bright, eye-catching posters outside the schools, illustrated by children, to remind everyone of their responsibilities.

Herefordshire Council continues to encourage staff to work from home, and to have its meetings on-line, and is likely to continue doing so for the foreseeable future. The majority of those working for the Council have indicated a preference for working this way, but it is also clear that many staff, certainly in Children's Services, would like to come in once or twice a week to catch up with colleagues, have team meetings etc. where this can be done safely. Continuing phosphate problems with the River Lugg mean that many planning applications are still on hold, including the poultry house application at Stagbatch Farm, and the large development at Barons Cross Camp, although a recent discussion with one of the planning officers seemed to indicate that there may be movement soon on certain applications. No confirmation of this yet.