

LEOMINSTER TOWN COUNCIL

Minutes of the Leominster Town Council Meeting held on Monday 26th March 2018 commencing at 19:00 hours in the Council Chamber, 11 Corn Square, Leominster HR6 8YP.

MEMBERS PRESENT: Councillors R Pendleton (Mayor), Bartlett (Deputy Mayor), Burke, Egan, Herschy, Lacey, Marsh, Norman, A Pendleton, Preece, Rosser, Rumsey and Thomas.

OFFICERS PRESENT: Town Clerk, Office Manager, Environmental Supervisor and Administrative Assistant.

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

102/17 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Davies (illness) and Freedland. Council noted the update relating to Cllr Davies.

103/17 DECLARATIONS OF INTEREST

The following Declaration of Interest was made:

- Cllr Lacey – Allotments (Personal)

104/17 REQUESTS FOR DISPENSATIONS

No requests for dispensation had been received.

105/17 CO-OPTION

Council noted that a co-option process would be undertaken to fill the vacancy created by the resignation of Mr Barton as a bye election had not been called. The timetable for co-option would be as follows:

- The vacancy for the Leominster South Parish Ward would be advertised as from 28th March 2018;
- The closing date for applications would be 20th April 2018;
- If more than one application was received interviews would be held prior to the Annual Town Meeting on 24th April at 6pm;
- Formal co-option would take place at the follow-on Council meeting on 14th May 2018.

106/17 QUESTIONS FROM THE PUBLIC

Eight members of the public were present. The following matter was raised.

Noise Emissions from the BPI Factory Site

Three residents expressed their concerns regarding the level of noise emanating from the site. Due to the increased level it appeared that there had been an intensification of use and this required planning permission. A requirement had been placed on BPI to carry out further noise assessments but the final results were still awaited. It was alleged that the level of noise had increased and was getting louder. A follow up meeting had

been promised but this had yet to be organised and no response had been received from either BPI or Herefordshire Council.

It was the responsibility of Environmental Health to address the concerns raised and it was requested that they carry out a full investigation.

107/17 MINUTES OF THE PREVIOUS MEETINGS

Council **RESOLVED** that the minutes of the Leominster Town Council meeting held on 29th January 2018 be agreed and signed as a correct record.

108/17 CLERK'S REPORT

Council **RECEIVED** the following report:

- (a) **Mayoral Robes** – Council noted the quotation received from Michael's Robes to replace and refurbish existing robes. Council agreed to seek further quotations preferably from local manufacturers prior to making a decision. It was noted that Waitrose offered a cleaning service that was suitable for Mayoral robes and carried an assurance.
- (b) **151 Squadron Grant Update** – Council noted the update received from this organisation and agreed to encourage a new application to be considered in the 2018/19 year.
- (c) **Royal Visit** – Council noted that the Royal Visit of 10th May 2018 to Leominster has now been published in the Royal Diary. A Community Celebration day was currently being organised.
- (d) **Leominster Integrated Primary and Community Health and Care Project Board** – Council noted that this project had now commenced and a Briefing Event would be held at Grange Court on Monday 16th April 2018 between 3pm and 4pm. Members expressed concern that they would not be able to attend on this date and it was agreed to request that either the event be rescheduled or a further briefing event be held in Leominster.

108/17 LEOMINSTER HUM

Council acknowledged the representations received and, following consideration **RESOLVED**:

- To contact both BPI and Herefordshire Council and insist that the follow up meeting be arranged as soon as possible;
- That BPI be requested to submit a planning application to cover the increase in manufacturing intensity which had allegedly increased the level of noise emanating from the site. BPI had already agreed that noise emanating from the site was having a significant adverse effect on the local area;
- That concern be expressed regarding the lack of action undertaken to date.

109/17 COMMITTEE MEETINGS

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

- (a) **Planning & Highways Committee** – It was **RESOLVED** to approve the minutes of the Planning & Highway Committee meetings held on 5th February and 5th March 2018, and authorise the decisions and recommendations contained therein, subject to the following:
- (b) **Finance & General Purposes Committee** – It was **RESOLVED** to approve the minutes of the Finance & General Purposes Committee meeting held on 26th February 2018, and authorise the decisions and recommendations contained therein.
- (c) **Communication & Events Committee** – It was **RESOLVED** to approve the minutes of the Communications & Events Committee meeting held on 12th March 2018, and authorise the decisions and recommendations contained therein.
- (d) **Environment & Services Committee** – It was **NOTED** that the Environment & Services Committee scheduled to take place on held on 19th March 2018 was cancelled due to illness. A revised date and time would be agreed.
- (e) **Specific Committee Decisions** – Council **RESOLVED** to authorise the following decision:
 - **Revised Communications and Events Committee Structure** – Council formally approved the proposed alterations to the way this Committee would operate over the next twelve months (Minute CE38/17). A review would be undertaken prior to the Annual Town Council meeting to be held in May 2019.

110/17 FINANCES

- (a) **Accounts Paid Statement** – It was **RESOLVED** to pay all outstanding accounts up to 26th March 2018 amounting to £38,425.96, inclusive of VAT.
- (b) **Risk Register** – Council reviewed the revised Financial Risk Register which included a risk that Council would not be GDPR compliant by 25th May 2018. Council noted that it needed to carry out the following actions as it prepared for GDPR compliance:
 - Carry out a Data Audit. This was currently being undertaken;
 - Adopt a Data Protection Policy. This would be considered later on in the agenda;
 - Appoint a Data Protection Officer. There were some concerns regarding which member of staff could be appointed as DPO but who did not process data. It was agreed to seek quotations for the provision of an external DPO;
 - Review and revise all the privacy notices required;
 - Agree an action plan.

Following discussion it was **RESOLVED** to formally adopt the Council's revised Financial Risk Register.

- (c) **Public Works Loan Board** – Council considered the questions raised by the Herefordshire Association of Local Councils regarding the Council’s request to borrow up to £350,000 from the Public Works Loan Board. It also formally considered the revised Business Plan Summary of the projects to be funded by the proposed loan.

Following consideration it was proposed by Cllr Burke and seconded by Cllr Bartlett that:

- The queries raised by HALC be formally responded to as proposed;
- The Business Plan Summary, March 2018, be formally adopted;
- An update be provided to Council at its next meeting to be held on 14th May 2018.

A vote was taken, the result being:

FOR: 8 AGAINST: 0 ABSTENSIONS: 4

The Motion above was formally carried.

Concern was expressed regarding the poor maintenance and upkeep of the Bus Station public conveniences. The asset transfer had been delayed due to a review of asset transfers being carried out by Herefordshire Council. It was agreed to request that the public conveniences be repaired as a matter of urgency.

- (d) **Earl Mortimer College** – Council received a verbal update from the Office Manager regarding the proactive engagement with the College to enable work shadowing, work experience, provision of sponsorship and apprenticeships.

Following discussion Council **RESOLVED** to sponsor a Community Service award and to proactively engage with the College to identify areas where the Town Council could support students.

111/17 REVISED POLICIES

Council considered the Policy Update report and, following discussion, it was proposed by Cllr Lacey, seconded by Cllr Rumsey and **RESOLVED** to:

- Adopt the Data Protection Policy;
- Adopt the Member and Officer Relations Code as drafted by Herefordshire Council as part of the revised Code of Conduct, subject to formal adoption by Herefordshire Council;
- Revise the Unreasonable Behaviour Policy to reflect the requirements of Leominster Town Council prior to formal adoption;
- To adopt the Safeguarding Policy;
- Organise training for Councillors and Staff around Safeguarding;
- To adopt the joint Councillor and Staff training policy.

112/17 MAYOR AND DEPUTY MAYOR ELECT

Nominations were invited for the Mayor Elect for the 2018/19 civic year.

Cllr Bartlett was nominated by Cllr Herschy and seconded by Cllr Rumsey. There being no other nominations Cllr Bartlett was formally appointed as Mayor Elect.

Nominations were invited for the Deputy Mayor Elect for the 2018/19 civic year.

Cllr Thomas was nominated by Cllr Lacey and seconded by Cllr Burke.

Cllr Rosser was nominated by Cllr Rumsey and seconded by Cllr A Pendleton.

A vote was taken, the result being:

Cllr Thomas: 7 votes

Cllr Rosser: 6 votes

Cllr Thomas was formally appointed as Deputy Mayor Elect.

113/17 REPORTS

The following reports were received:

- (a) **Leominster in Bloom** – Cllr Lacey reported that Leominster in Bloom continued to plan the floral displays for 2018.
- (a) **Leominster Business Group** – Cllr Thomas informed Council that the fourth defibrillator was now in place in Leominster.

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

Cllr Stone – Leominster Rural and North

- Councillor Pauline Davies – Our thoughts and prayers continue to be with Pauline and her family during this very difficult time;
- Congratulations were extended to the Mayor and Deputy Mayor elect
- Tribute was paid to Balfour Beatty for keeping the main roads open during the atrocious weather conditions of recent weeks, including two heavy snowfalls and very low temperatures;
- The annual Commonwealth and Civic Service was cancelled due to snow;
- The Locality Steward would be visiting Leominster North for a parish tour on the afternoon of Friday 26th April 2018. North Ward Town Councillors were invited to attend;
- Potholes in Bridge Street and Mill Street had been reported along with the need to reinstate the railings near the level crossing;
- Leysters and Middleton-on-the-Hill's Neighbourhood Development Plan was supported in its referendum with an 80% approval on a 36% turnout on a cold, showery day which was a great result. Kimbolton expected a referendum in May.

- Cllr Stone substituted at the Planning Committee in early February and voted against the Reserved Matters application for the 414 houses at Baron's Cross on air quality and other grounds.
- The Mock Trials event was held at Hereford Magistrates Court. Earl Mortimer achieved third place after putting forward convincing defence and prosecution cases watched among others by the High Sheriff and Lord Lieutenant.
- The Minor injuries Units were closed in Leominster and Ross community hospitals over Christmas and January so that the staff could help in A&E in Hereford.
- The Weeping Window poppy display at Hereford Cathedral will be in place until April 29th.
- Attended recent board meetings as a trustee of Grange Court
- Cllr Stone wished everyone a Happy Easter

Cllr Marsh – Leominster South

- Noted that the future of county museums, libraries and archives would be reviewed by Scrutiny committee shortly prior to a Cabinet member decision in May 2018;
- Actively working with fellow Ward Councillors to ensure that the air quality monitoring required before any start on Barons Cross development was in place to minimise further impacts from the development on current levels. Thanks were extended to Cllr Burke for representing the Town Council at the planning meeting that debated the Reserved Matters application.
- The Safer Roads Partnership has found sustained evidence of speeds more appropriate for a 40mph limit than the 30mph limit actually in place by Portna Way, Barons Cross. Support the police call for traffic calming on this entrance to Leominster.
- Ward Councillors are also working together to carry forward the Public Realm strategy and the writing of a new Transport Strategy to inform the development of the town in conjunction with Herefordshire council and Balfour Beatty.
- Leominster's emerging neighbourhood plan helped gain a positive planning decision for a farm cottage in Ivington. Cllr Marsh' input to the planning committee was backed by the Town Mayor, representing the town council.
- The roll out of universal credit in June may well lead to further squeezes on some local claimants. However the DWP team took considerable trouble to brief Ward Councillors and answer questions. A wider briefing has been offered in May.
- Herefordshire Council set the precept rise for 2018/19 at 4.9 %, resulting in an annual increase in Leominster for Band D of £67.45. Leominster's larger percentage increase will be £15.97, which is under 20% of the total precept increase. This increase in both cases is primarily pushed by the continuing reductions in central government grants to principal authorities.

- Herefordshire councils peer review highlighted the need to work more closely with parish councils and Councillors look forward to helping move that forward on behalf of the town

Cllr Norman – Leominster West

Herefordshire Council meetings:

- Full Council, Planning, and Children and Young People Scrutiny;
- Minerals and Waste task and finish Group, Constitution working group meetings, Corporate Parenting Board meetings;
- Herefordshire Council meeting on litter challenge;
- Local Government Association peer Challenge visit with Scrutiny Chairs and Vice Chairs;
- Raising of the flag on Commonwealth day;
- Planning meeting on application for 414 houses at Barons Cross Camp. Representing concerns regarding impact on road network, especially the increase in air pollution on Bargates, poor quality housing, loss of trees, no community facilities etc.

Other meetings/events:

- Great British Spring Clean in Leominster;
- Briefing on Universal credit at the DWP;
- Leominster Public Realm T&F group meetings (Ward members and town council reps);
- Poppies opening reception at Cathedral;
- Alderman Alec Haine's funeral.

Cllr Bartlett – Leominster East

- The Local Government Association spent a week with Herefordshire Council members and staff in February to carry out a Peer Review. Findings were mixed but the council was picked up for its lack of parish and sustainable community support.
- Public Realm meeting with BBLP and HC to progress the town centre refurbishment plan and to discuss the town traffic management plan referenced in our Neighbourhood Plan.
- Herefordshire Full Council for setting the Parish council, fire and police precept charges. When looked at in context of the list of all parishes, Leominster is fairly close to the 10.5% average, with several parishes raising their precepts by more than 30%.
- Meeting with Planning to discuss the implications of the Barons Cross development on the air quality on Bargates. This is the Memorandum of Understanding with Keepmoat for additional monitoring of the air quality.
- Attended the Leominster Sports Club Licensing hearing. This was a more complicated legal hearing as it concerned the club license but they have been granted the licence providing they continue to keep club room and events separate. Good news for the club as it makes their business more sustainable.
- 2gether NHS Herefordshire Governor's meeting to ensure that Herefordshire's services are better accentuated at Board level.

- Looked at a number of footpaths with Julie that need additional work outside of the agreed P3 list.
- Took part in the Great British Spring Clean litter pick up on Barons Cross with the community litter pickers and Julie Debbage.

Attended as Deputy Mayor:

- Mayors meeting in the Chairman's Office ahead of the Community Awards and Commonwealth Civic Service in the Cathedral (unfortunately cancelled by the snow that weekend). I am pleased to say that working with the Office Manager, Elizabeth Womack, we managed to persuade Strong Young Minds to put their group forward for the Community Awards and they subsequently went on to win the Youth Award;
- Attended the Civic Funeral for Alec Haines at the Priory;
- New defibrillator installed at the Forbes Group premises on Glendower Road. It was good to see how many businesses had come together to do the training and I am pleased that there is now a defibrillator in easy reach of so many businesses on the industrial estate.

114/17 MAYORAL APPOINTMENTS

The following Mayoral appointments had been attended by the Mayor:

- 2nd Feb – Meeting to Consider Armed Forces Day.
- 9th Feb – Shop Window Competition Prize Giving.
- 12th Feb – Mayors Meeting – Shire Hall.
- 16th Feb – Springtime Ball – Kidderminster.
- 21st Feb – Children's function at Mayors Parlour.
- 1st Mar – Showman's Guild (Cancelled at Last Minute due to Weather).
- 12th Mar – Commonwealth Flag Raising (Cancelled at Last Minute due to Weather).
- 16th Mar. – Community Champions, Shire Hall.
- 17th Mar – Mayors Charity Dinner – Ludlow.
- 19th Mar. – Civic Funeral of Alec Haines.
- 21st Mar. – SHYPP performance at Leo Library.
- 22nd Mar. – Lord Lieutenants Cadet awards – Shire Hall.
- 23rd Mar – Greet Medieval Pageant Dancers.
- 24th Mar. – All Day Medieval Pageant.
- 24th Mar. – PM Medieval Feast.
- 25th Mar. – Special Service at Priory.

115/17 DATE OF NEXT MEETING

Council noted that the Annual Town Meeting would be held on Tuesday 24th April 2018 commencing at 7:30pm at the Council Offices, 11 Corn Square, Leominster HR6 8YP.

Council noted that the Mayor Making ceremony would take place on Saturday 12th May 2018 commencing at 7:00pm at the Leominster Community Centre, School Road, Leominster HR6 8NJ.

Council noted that the follow-on Annual Town Council Meeting will be held on Monday 14th May 2018 commencing at 7:00pm at the Council Offices, 11 Corn Square, Leominster HR6 8YP.

(Cllr Egan left the meeting at 9pm)

116/17 CONFIDENTIAL ITEMS

As certain items were expected to include 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 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) **Staffing Matters** – Council noted that the Clerk had tendered his resignation. Council **RESOLVED** that the matter and various options be considered by the F&GP Personnel Sub Committee at its soonest convenience.
- (b) **Property Report** – Council considered the property report and **RESOLVED**:
- That the report be noted;
 - That the proposed works and expenditure to refurbish the holiday flat be agreed and ratified;
 - Not to pursue the proposal to provide camping pods to the rear of Corn Square at this time;
 - To continue to develop alternative options for the Secret Garden to generate additional income.
- (c) **Museum Report** – Council considered the Leominster Museum report and **RESOLVED**:
- That the report be noted;
 - That the proposed draft outcomes between the Museum and the Town Council be formally agreed;
 - That delegated authority be given to Council Officers to negotiate and agree financial terms for merchandising arrangements between the Tourist Information Centre and Leominster Museum.
- (d) **Environment & Services Committee** – Following consideration of the reports relating to this item Council **RESOLVED**:
- That the report be noted;
 - That the draft licence between Herefordshire Council and Leominster Town Council to manage the grass verges and green spaces be formally entered into;
 - That D C Gardening Services be awarded the contract to carry out the first three cuts of the year;
 - That the recruitment of a full time Grounds Operative commence subject to consideration by the Personnel Sub-Committee;

- That Herefordshire Council be encouraged to complete the outstanding negotiations to asset transfer a depot and machinery to the Town Council as soon as possible;
- That a sum of £4,450 be allocated from the equipment budget to renew the Council vehicles;
- That the repairs to the Transit Van damaged in an accident, which would be funded by the insurance claim, be undertaken;
- That in future vehicle health checks would be undertaken on all second hand vehicles being considered for purchase;
- That the proposed Waste Survey commence in line with the Action Plan presented.

(e) **Civic Awards** – Following consideration of the nominations Council **RESOLVED** that the two nominees be presented with a Civic Award. The Civic Awards ceremony will be held prior to the Mayor Making meeting on Saturday 12th May 2018.

There being no other business the Mayor thanked everyone for their attendance and closed the meeting at 9:29pm.

MAYOR:

DATE: