



## LEOMINSTER TOWN COUNCIL

### FULL COUNCIL

Wednesday 25th November 2020

To: All Members:

Councillors Thomas (Mayor), Rumsey (Deputy Mayor), Bartlett, Davies, Herschy, Marsh, Marshall, Murdoch, Norman, Parris, Preece, Rosser, Smith-Winnard, Sutcliffe, Williams and Williamson.

### NOTICE OF MEETING

You are hereby summoned to attend a meeting of the Leominster Town Council to be held on **Monday 30<sup>th</sup> November 2020** commencing at **19:00 hours** remotely via Zoom.

**Meeting ID:** 820 0035 0673

Press and public are cordially invited to attend. Those wishing to join the meeting should contact the clerk on [townclerk@leominstertowncouncil.gov.uk](mailto:townclerk@leominstertowncouncil.gov.uk) in advance for the meeting password.

***Julie Debbage***

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 28<sup>th</sup> September 2020.

**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 – 5<sup>th</sup> October 2020 and 2<sup>nd</sup> November 2020;
- Communications & Events Committee – 15<sup>th</sup> September 2020;
- Finance & General Purposes Committee – 26<sup>th</sup> October 2020;
- Environment & Services Committee – 14<sup>th</sup> September 2020, 16<sup>th</sup> November 2020;

**8. FINANCES**

**(a) Accounts paid and invoices for payment** – To receive an accounts paid and invoices for payment statement.

**(b) Income and Expenditure Report Month 7** – To consider the Income and Expenditure Report for Month 7 and accompanying notes.

**(c) Budget Update including results of public consultation** – A verbal update on 2021/22 budget setting.

**(d) External Audit** – To consider the result of the External Audit for 2019/20.

**9. REPORTS**

To receive update reports from:

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

**10. MAYORAL APPOINTMENTS**

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

**11. CONFIDENTIAL ITEMS**

Certain items are expected to include the consideration of exempt information and the Finance Committee is, therefore, recommended to resolve "That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded

## AGENDA

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) Staff Update

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

## 12. MEETING DATES FOR THE REMAINDER OF THE FINANCIAL YEAR

### LEOMINSTER TOWN COUNCIL

MEETING SCHEDULE 2020/21  
(Revised 25<sup>th</sup> November 2020)

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

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

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

## 13. DATE OF NEXT MEETING

The next Town Council meeting will be held on Monday 25<sup>th</sup> January 2021 commencing at **19:00 hours** 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 28<sup>th</sup> September 2020 commencing at 19:00 hours remotely via Zoom.

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

**OFFICERS PRESENT:** Town Clerk and Projects & Grants Officer.

**ALSO PRESENT:** Ward Cllr Stone.

## **29/20 APOLOGIES FOR ABSENCE**

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

## **30/20 DECLARATIONS OF INTEREST**

Cllr. Murdoch - Allotments

## **31/20 REQUESTS FOR DISPENSATIONS**

No requests for dispensation had been received.

## **32/20 QUESTIONS FROM THE PUBLIC**

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

## **33/20 MINUTES OF THE PREVIOUS MEETING**

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

## **34/20 CLERK'S REPORT**

Council noted the following Clerk's Report:

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

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

### **35/20 COMMITTEE MEETINGS**

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

- Cllr Rosser, Chair of the Planning & Highways Committee, presented the minutes. It was **RESOLVED** to approve the minutes of the Planning & Highways Committee held on 29th July 2020, 10<sup>th</sup> August 2020 and 7<sup>th</sup> September 2020 and to authorise the decisions and recommendations contained therein;
- Cllr Rumsey, Chair of the Communications & Events Committee, presented the minutes. It was **RESOLVED** to approve the minutes of the Communications & Events Committee held on 14<sup>th</sup> July 2020 and to authorise the decisions and recommendations contained therein;
- Cllr Murdoch, Chair of the Finance & General Purposes Committee, presented the minutes. It was **RESOLVED** to approve the minutes of the Finance & General Purposes Committee held on 7<sup>th</sup> September 2020 and to authorise the decisions and recommendations contained therein;
- Cllr Herschy, Chair of the Environment & Services Committee, presented the minutes. It was **RESOLVED** to approve the minutes of the Environment & Services Committee held on 20<sup>th</sup> July 2020 and to authorise the decisions and recommendations contained therein.
- Cllr. Thomas, Chair of the Personnel Sub-Committee, presented the minutes. It was **RESOLVED** to approve the minutes of the Personnel Sub-Committee held on 19<sup>th</sup> August 2020 and to authorise the decisions and recommendations contained therein.

### **36/20 FINANCES**

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

## 37/20 REPORTS

The following reports were received;

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

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

### **Leominster South Ward Report**

The council noted the report contained in the agenda.

### **Leominster West Ward Report**

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

The council noted the report contained in the agenda.

### **Leominster North & Rural Ward Report**

Council noted the verbal report below.

#### **Balfour Beatty Update**

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

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

#### **Fly tipping**

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

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

### **Coronavirus developments**

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

#### **Schools**

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

### **Loft Insulation Scam**

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

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

### **High Street Heritage Fund**

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

### **Lord Lieutenancy**

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

Reverend Mike Kneen will also be much missed as he bows out this month. Leominster will not be the same without his cheerful and ebullient presence in The Priory and around the

town. Like past generations of clergy he has wide outside interests and always gives sound advice. The Dean will also be missed when he retires from Hereford Cathedral in January. He was my chaplain when I was chairman of Herefordshire Council and his prayers and short sermons always seemed to hit the nail on the head. My Best wishes to Michael Tavinor.

### **Meetings**

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

John Stone Leominster North and Rural

## **Leominster East Ward Members Report**

### **Cllr Jenny Bartlett, Ward members report 28<sup>th</sup> September 2020**

Council noted the verbal report below.

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

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

### **Parish Summit second session:**

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

### **Council meetings:**

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

### **Scrutiny Meetings:**

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

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

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

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



## MINUTES (Agenda Item 5)

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

### All member briefing:

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

### Talk Community ward members and officers meetings:

With the general reduction in covid-19 cases and easing of restrictions over summer, the weekly meetings had reduced to fortnightly. Herefordshire Talk Community's and the Town Councils help lines are still running but are needed less frequently now. Hopefully the upsurge in cases in the last fortnight is being monitored to respond to any upsurge in a need for more help again.

### Leominster in Bloom Plant and Craft Fair:

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

## 38/20 MAYORAL APPOINTMENTS

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

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

## 39/20 RURAL SERVICES NETWORK

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

## 40/20 ASSETS OF COMMUNITY VALUE

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

## 41/20 ROAD NAMEPLATE PROVISION

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

## 42/20 REPAIR OF PIPE AT ALLOTMENT SITE

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

## 43/20 CONFIDENTIAL ITEMS

As certain items to be discussed included the consideration of exempt information, Full Council **RESOLVED** that, in accordance with Section 100A(4) of the Local

## MINUTES (Agenda Item 5)

Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed below, on the grounds that they would involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

- (a) **Councillor sabbatical** – The request for a six month sabbatical was presented and it was proposed by Cllr. Thomas, seconded by Cllr. Rosser and unanimously **RESOLVED** that the request was approved.
- (b) **Consideration of advice regarding banking** - Following discussion it was proposed by Cllr. Thomas and seconded by Cllr. Rosser and unanimously **RESOLVED** to delegate authority to the clerk to transfer part of the current account balance into the savings account that runs alongside the current account.
- (c) **Democratic Assistant Role** – Following discussion it was proposed by Cllr. Herschy and seconded by Cllr. Thomas and unanimously **RESOLVED** to advertise for a Democratic Assistant as soon as possible.
- (d) **Devolved Asset Update** – The clerk and Cllr. Bartlett updated council and it was **RESOLVED** to ask Herefordshire Council for more information regarding the asset before arranging a site visit.
- (e) **Ginhall Green Easement Update** – Following discussion, it was proposed by Cllr. Thomas, seconded by Cllr. Bartlett and voted 12 for, 1 abstention to **RESOLVE** that the matter should return to the land agent and a new solicitor should be appointed.

### 44/20 DATE OF NEXT MEETING

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

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

**MAYOR:**

**DATE:**

# LEOMINSTER TOWN COUNCIL

## PLANNING & HIGHWAYS COMMITTEE

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

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

**OFFICER PRESENT:** Town Clerk.

**PH79/20 APOLOGIES FOR ABSENCE**

No apologies for absence were received.

**PH80/20 DECLARATIONS OF INTEREST**

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

**PH81/20 HEREFORDSHIRE COUNCIL MEMBERS**

There were no Herefordshire Council members in attendance.

**PH82/20 REQUESTS FOR DISPENSATIONS**

No requests for dispensation had been received.

**PH83/20 QUESTIONS FROM THE PUBLIC**

No members of the public were present.

**PH84/20 MINUTES OF PREVIOUS MEETING**

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

**PH85/20 PLANNING**

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

**Application no & site address:** Planning Consultation - **202645** - Morrisons Supermarket, Leominster, Herefordshire, HR6 8RH

**Description:** Proposed vehicle parking canopy within existing service yard

**Applicant(s):** Wilkinson

**Grid ref:** OS 348431, 258606

**Application type:** Planning Permission

Extension for comment granted by Herefordshire Council Planning Department.

Cllr. Rosser did not take part in the discussion.

**Comment:** No Objection

**MINUTES (Agenda Item 7)**

**Application no & site address:** Planning Consultation - **202785** - Land To The Rear Of The Nook, Etnam Street, Leominster, Herefordshire, HR6 8AL

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

**Applicant(s):** Mr John Smith

**Grid ref:** OS 349715, 258858

**Application type:** Planning Permission

Extension for comment granted by Herefordshire Council Planning Department

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

**Application no & site address:** Planning Consultation - **202647** - Shires Equestrian Products, M J Ainge & Co Ltd, Unit 15 Agricon House, Southern Avenue, Leominster, Herefordshire, HR6 0QF

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

**Applicant(s):** Mr Stuart Ainge

**Grid ref:** OS 350017, 257971

**Application type:** Planning Permission

**Comment:** No Objection

**Application no & site address:** Planning Consultation - **203007** - 100 Ridgemoor Road, Leominster, Herefordshire, HR6 8UL

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

**Applicant(s):** Mr Volodymyr Kostenko

**Grid ref:** OS 349556, 259860

**Application type:** Works to trees covered by TPO

**Comment:** No Objection

**Application no & site address:** Planning Consultation - **203014** - Dental Surgery, 16 Church Street, Leominster, Herefordshire, HR6 8NQ

**Description:** Remove tree branches imposing against building. Section-fell trees against external wall of rear garden. Ivy - cutting to stump, bottom of the Yew trees. Top (2) Yew trees, reducing in height by approximately 1.5m. Uplift canopies of the trees in the garden (Beech & Yew) to 2.5m.

**Applicant(s):** Dental Surgery

**Grid ref:** OS 349751, 259132

**Application type:** Works to Trees in a Conservation Area

**Comment:** No Objection

**Application no & site address:** Planning Consultation - **202380** - China Hall, Kingsland, Leominster, Herefordshire HR6 9QY

**Description:** Proposed removal of condition 4 and variation of condition 2 of planning permission 141743 (Proposed first floor side extension, construction of link to existing

## MINUTES (Agenda Item 7)

outbuilding, conversion of attached stone outbuilding including raising eaves and ridge level to increase headroom and alteration to vehicle access) to allow field access for farm machinery and new driveway routing and access dimensions.

**Applicant(s)**: Mr Julian Dawes

**Grid ref**: OS 345454, 260111

**Application type**: Full Householder

**Comment**: No Objection

**Application no & site address**: Planning Consultation - **202973** - Plot 14a Leominster Enterprise Park, Enterprise Way, Leominster, Herefordshire,

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

**Applicant(s)**: Mr D Fordham

**Grid ref**: OS 350112, 257706

**Application type**: Planning Permission

**Comment**: No Objection

**Application no & site address**: Planning Consultation - **203146** - China Hall, Kingsland, Leominster, Herefordshire HR6 9QY

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

**Applicant(s)**: Mr Julian Dawes

**Grid ref**: OS 345454, 260111

**Application type**: Full Householder

**Comment**: Notified by Herefordshire Council before the meeting that this was duplicated in error by their planning department

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

**Application no & site address**: Planning Consultation - **202548** - 49 Newlands Drive, Leominster, Herefordshire, HR6 8PR

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

**Applicant(s)**: Mr and Mrs R Fisher

**Grid ref**: OS 348754, 258498

**Application type**: Full Householder

**Comment**: No Objection

**Application no & site address**: Planning Consultation - **202915** - Dales Cricket Club, Sports Ground, Mill Street, Leominster, Herefordshire, HR6 8EB

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

**Applicant(s)**: Margaret Adams

**Grid ref:** OS 349705, 259462

**Application type:** Works to Trees in a Conservation Area

**Comment:** No Objection

**Application no & site address:** Planning Consultation - **202529** - New House Farm, Nordan, Leominster, Herefordshire HR6 0AJ

**Description:** Erection of new brick boundary wall

**Applicant(s):** Mr & Mrs D Saer

**Grid ref:** OS 349137, 260733

**Application type:** Full Householder

**Comment:** No Objection

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

## PH86/20 DECISIONS

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

### **Leominster West**

**Number:** P202086/FH

**Current status:** Determination Made

**Decision:** Approved with Conditions

**Type:** Full Householder

**Location:** The Waltons Ginhall Lane Leominster Herefordshire HR6 9AH

**Proposal:** Proposed ground floor extension

**Comment:** No Objection

### **Leominster South**

**Number:** P202574/AM

**Current status:** Determination Made

**Decision:** Refused

**Type:** Non Material Amendment

**Location:** 3 Ryelands Orchard Leominster Herefordshire HR6 8QQ

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

**Comment:** No Objection

### **Leominster East**

**Number:** P202300/FH

**Current status:** Determination Made

**Decision:** Approved with Conditions

**Type:** Full Householder

**Location:** Hallowdene Pinsley Road Leominster Herefordshire HR6 8NN

**Proposal:** Proposed verandah

**Comment:** No Objection

**Leominster East**

**Number:** 202650

Works to Trees in a Conservation Area

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

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

**PH87/20 HIGHWAYS AND PARKING MATTERS**

**(a) Highway and Parking Matters**

- Concerns have been raised by residents regarding the safety of the zebra crossing on Etnam Street as the tree is obscuring the beacon near the museum. This has been reported to Balfour Beatty.
- The slabs in the pedestrian area by The Black Swan towards the Coop have been replaced. These have been an issue in the past as they were smooth and slippery, especially when wet. It was **RESOLVED** to send a letter of thanks to The Black Swan.
- The issue of signage blocking visibility on A49/Mill Street roundabout was raised again. The clerk has now had the opportunity to inspect this and will contact Highways England.
- Concerns were raised about the white lining at the Barons Cross Road junction with Buckfield Road. This will be reported to Balfour Beatty.
- A sweep of Pinsley Road was requested and will be logged with Balfour Beatty.
- It was **RESOLVED** that all blocked drains should be reported as soon as possible to ensure that the system is clear before the Winter.
- Concerns were raised that furniture that had been put out as additional seating near Corn Square was actually making it difficult for mobility scooters to pass. There is also an issue with inconsiderately placed A boards. Committee **RESOLVED** that Balfour Beatty should be contacted regarding this matter.

**(b) Hereford Road Traffic Regulation Order**

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

**PH88/20 LICENCING MATTERS**

Vine & Juniper Application No. PR01881 – concerns were expressed to the licencing department regarding the lack of policing in Leominster at night and

**MINUTES (Agenda Item 7)**

reports of extreme anti-social behaviour in the early hours. A response was received requesting that evidence should be sent with responses.

**PH89/20 DATE OF NEXT MEETING**

Committee noted that the next meeting would be held on Monday 2<sup>nd</sup> November 2020 commencing at **18:00 hours** either remotely via Zoom or in the Council Offices, 11 Corn Square, Leominster, HR6 8YP depending on the lifting of social distancing restrictions by central government.

There being no other business the meeting closed at 18.57 hours.

**CHAIR:**

**DATE:**



# LEOMINSTER TOWN COUNCIL

## PLANNING & HIGHWAYS COMMITTEE

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

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

**OFFICER PRESENT:** Town Clerk.

**PH90/20 APOLOGIES FOR ABSENCE**

No apologies for absence were received.

**PH91/20 DECLARATIONS OF INTEREST**

Cllr. Herschy – Ref. 203124 – Neighbour.

**PH92/20 HEREFORDSHIRE COUNCIL MEMBERS**

There were no Herefordshire Council members in attendance.

**PH93/20 REQUESTS FOR DISPENSATIONS**

No requests for dispensation had been received.

**PH94/20 QUESTIONS FROM THE PUBLIC**

No members of the public were present.

**PH95/20 MINUTES OF PREVIOUS MEETING**

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

**PH96/20 PLANNING**

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

**Application no & site address:** Planning Re-consultation - **201466** - Land at Stag Batch House, Monkland Road, Stag Batch, Herefordshire

**Description:** Proposed erection of a rural enterprise worker's dwelling with matters of landscaping reserved for future consideration (amended description).

**Applicant(s):** Mr Thomas Speakman

**Grid ref:** OS 346739, 258321

**Application type:** Outline

**Comment:** No Objection

**Application no & site address:** Planning Consultation - **203124** - Land of 40 and 40a, Broad Street, Leominster, Herefordshire, HR6 8BS

## MINUTES (Agenda Item 7)

**Description:** Proposed demolition of a section of wall to create vehicle gate and parking area serving 40 and 40a Broad Street.

**Applicant(s):** Mr Keith Edmonds

**Grid ref:** OS 349675, 259270

**Application type:** Planning Permission

**Comment:** Objection – To echo the reasons put forward by Leominster Civic Society with regard to the importance of the Burgage Wall and the loss of valuable residents parking spaces on Arkwright Close.

**Application no & site address:** Planning Consultation - **203378** - Glaslyn, Barons Cross Road, Leominster, Herefordshire, HR6 8RS

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

**Applicant(s):** Mr & Mrs M Conod

**Grid ref:** OS 348174, 258557

**Application type:** Full Householder

**Comment:** Objection – the drawing fail to show existing properties and it appears to be double the size of the existing building.

**Application no & site address:** Planning Consultation - **203447** - The Crabtree, Hyde Ash, Leominster, Herefordshire HR6 0JR

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

**Applicant(s):** Mr L Price

**Grid ref:** OS 345452, 255578

**Application type:** Full Householder

**Comment:** Objection – to be kept as ancillary accommodation only

**Application no & site address:** Planning Consultation - **203592** - 21 Woodfen Crescent, Leominster, Herefordshire, HR6 8SS

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

**Applicant(s):** Mr Martin Bufton

**Grid ref:** OS 348604, 259021

**Application type:** Works to trees covered by TPO

**Comment:** No Objection

**Application no & site address:** Planning Consultation - **203620** - Vine Cottage, 20a Etnam Street, Leominster, Herefordshire, HR6 8AQ

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

**Applicant(s):** Dr Andrew Mayes

**Grid ref:** OS 349753, 258879

**Application type:** Works to Trees in a Conservation Area

**Comment:** No Objection

## MINUTES (Agenda Item 7)

**Application no & site address:** Planning Consultation - **203304** - Little Lasslen, Wharton, Leominster, Herefordshire HR6 0NX

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

**Applicant(s):** Mr & Mrs Brien

**Grid ref:** OS 350912, 255686

**Application type:** Full Householder

**Comment:** No Objection submitted as a general comment as a restriction should be placed on the property for ancillary use only for Little Lasslen.

### (b) Planning Application Decisions made under Delegated Powers to the Clerk –

The following applications have had a comment submitted following consultation with Councillors on the Planning & Highways Committee and were ratified at this meeting.

**Application no & site address:** Planning Consultation - **203196** - Appleton, Orchard Lane, Leominster, Herefordshire, HR6 8PW

**Description:** Proposed single storey extension.

**Applicant(s):** Mr P J Hicks

**Grid ref:** OS 348777, 258360

**Application type:** Full Householder

**Comment:** No Objection

**Application no & site address:** Planning Consultation - **202832** - 32 Burgess Street, Leominster, Herefordshire, HR6 8DE

**Description:** Proposed repairs to roof.

**Applicant(s):** Mr Ieuan Price

**Grid ref:** OS 349481, 259120

**Application type:** Listed Building Consent

**Comment:** No Objection

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

## PH97/20 DECISIONS

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

### **Leominster South**

**Number:** P200726/L

**Current status:** Determination Made

**Decision:** Approved with Conditions

**Type:** Listed Building Consent

**Location:** Alba Bargates Leominster Herefordshire HR6 8EY

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

**Comment:** No Objection

**Leominster South**

**Number:** P202889/AM

**Current status:** Determination Made

**Decision:** Approved with Conditions

**Type:** Non Material Amendment

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

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

**Comment:** No Comment

**Leominster South**

**Number:** P202575/FH

**Current status:** Determination Made

**Decision:** Approved with Conditions

**Type:** Full Householder

**Location:** 3 Ryelands Orchard Leominster Herefordshire HR6 8QQ

**Proposal:** Proposed extensions

**Comment:** No Objection

**Leominster South**

**Number:** P202548/FH

**Current status:** Determination Made

**Decision:** Approved with Conditions

**Type:** Full Householder

**Location:** 49 Newlands Drive Leominster Herefordshire HR6 8PR

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

**Comment:** No Objection

**Leominster South**

**Number:** P202645/F

**Current status:** Determination Made

**Decision:** Approved with Conditions

**Type:** Planning Permission

**Location:** Morrisons Supermarket Leominster Herefordshire HR6 8RH

**Proposal:** Proposed vehicle parking canopy within existing service yard.

**Comment:** No Objection

**Leominster East**

**Number:** P202042/K

**Current status:** Determination Made

**Decision:** Trees in Cons Area Works Can Proceed

**Type:** Works to Trees in a Conservation Area

**Location:** 40a Broad Street Leominster Herefordshire HR6 8BS

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

**Comment:** Objection

**Leominster East**

**Number:** P202683/PA2

**Current status:** Determination Made

**Decision:** Withdrawn

**Type:** (Part 3) Class O - Prior Approval

**Location:** 28 West Street Leominster Herefordshire HR6 8ES

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

**Comment:** No Objection

**Leominster West**

**Number:** P202172/F

**Current status:** Determination Made

**Decision:** Approved with Conditions

**Type:** Planning Permission

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

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

**Comment:** No Objection

**Leominster West**

**Number:** P203146/FH

**Current status:** Determination Made

**Decision:** Withdrawn

**Type:** Full Householder

**Location:** China Hall Kingsland Leominster Herefordshire HR6 9QY

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

**Comment:** No Objection

**Leominster North & Rural**

**Number:** P202915/K

**Current status:** Determination Made

**Decision:** Trees in Cons Area Works Can Proceed

**Type:** Works to Trees in a Conservation Area

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

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

**Comment:** No Objection

**Leominster North & Rural**

202561 Works to Trees in a Conservation Area

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

\*5 DAY NOTICE\* -

Willow tree leaning in to car park.

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

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

**PH98/20 HIGHWAYS AND PARKING MATTERS**

**(a) Highway and Parking Matters**

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

**PH99/20 LICENCING MATTERS**

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

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

**PH100/20 DATE OF NEXT MEETING**

Committee noted that the next meeting would be held on Monday 30th November 2020 commencing at **18:00 hours** either remotely via Zoom or in the

**MINUTES (Agenda Item 7)**

Council Offices, 11 Corn Square, Leominster, HR6 8YP depending on the lifting of social distancing restrictions by central government.

There being no other business the meeting closed at 19:29 hours.

**CHAIR:**

**DATE:**

# LEOMINSTER TOWN COUNCIL

## COMMUNICATIONS & EVENTS COMMITTEE

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

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

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

**CE21/20 APOLOGIES FOR ABSENCE**

No apologies for absence were received.

**CE22/20 DECLARATIONS OF INTEREST**

Cllr. Smith-Winnard – Leominster in Bloom

Cllr. Sutcliffe – Farmer's Market

**CE23/20 REQUESTS FOR DISPENSATIONS**

No requests for dispensations had been received.

**CE24/20 QUESTIONS FROM THE PUBLIC**

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

**CE25/20 MINUTES OF PREVIOUS MEETING**

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

**CE26/20 CLERK'S REPORT**

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

**CE27/20 MARKET OFFICER'S REPORT**

The Market Officer presented a report updating Committee on the Leominster markets. Following discussion, it was **RESOLVED**

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



○ **MINUTES (Agenda Item 7)**

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

**CE28/20 TOURIST INFORMATION CENTRE**

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

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

**CE29/20 COMMUNICATIONS & EVENTS UPDATE REPORT**

Committee received an update from the Town Clerk.

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

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

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

- **MINUTES (Agenda Item 7)**
- To note that a Cultural Consortium will run alongside the economic and heritage development projects set out in the HSHAZ. Each of the 69 High Street have been asked to produce an accompanying Cultural Programme. To celebrate what is unique about the high street location. The brief is very broad and the Cultural Programme can include art, theatre, festivals, literature, music and dance, amongst other activities. The Cultural Programme for each town needs to be developed by a Cultural Consortium, made up of representatives from the local community who are already engaged in delivering arts and culture in the town. The role of the Consortium is to design and deliver Leominster's Cultural Programme, with support from Herefordshire Council and Leominster Town Council. The Consortium is able to apply for funding of between £10,000 and £80,000 to develop the Programme, which will need to be delivered between 2021-2024.
- To note that the clerk had contacted the other market towns to arrange a meeting of the Market Towns Forum but had to postpone. Another meeting will be arranged shortly.
- To discuss the Civic Service at the next Full Council meeting on 28<sup>th</sup> September 2020.
- To note that the clerk has had a meeting with a representative of the Royal British Legion to discuss available options for a Remembrance Sunday event and further advice is being sought at this time.
- To note that the High Sheriff will now visit the town council offices and town on Friday 9<sup>th</sup> October 2020.
- That Aubergine had been contacted regarding a new website and initial discussions about requirements had taken place.

### **CE 30/20 DATE OF NEXT MEETING**

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

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

**CHAIR:**

**DATE:**

# LEOMINSTER TOWN COUNCIL

## FINANCE & GENERAL PURPOSES COMMITTEE

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

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

**OFFICER PRESENT:** Town Clerk

**FG28/20 APOLOGIES FOR ABSENCE**

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

**FG29/20 DECLARATIONS OF INTEREST**

There were No Declarations of Interest made.

**FG30/20 REQUESTS FOR DISPENSATIONS**

There had been no requests for dispensations received.

**FG31/20 QUESTIONS FROM THE PUBLIC**

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

**FG32/20 MINUTES OF PREVIOUS MEETING**

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

**FG33/20 CLERK'S REPORT**

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

**FG34/20 FINANCIAL AND COMMITTEE MATTERS**

- (a) **Income and Expenditure Report**
- Committee considered the final end of year report up to 30th September 2020 (Month 6) and the accompanying Budget Notes and it was **RESOLVED** that the report be ratified.
- (b) **Accounts Paid and Outstanding Accounts for Payment**
- Following consideration of the accounts paid and outstanding accounts for payment, Committee **RESOLVED** to ratify the payments relating to the months of September and October 2020.
- (c) **Committee Report** – Committee considered the Committee Update Report and, following discussion, **RESOLVED**;
- To note the report;
  - To carry out a budget consultation at the Farmers Market on 14<sup>th</sup> November 2020 and the Friday Market on 20<sup>th</sup> November 2020.
  - To carry out budget consultation by way of an online survey which is currently being written;

**FG35/20 CONFIDENTIAL ITEMS**

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

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

**FG36/20 DATE OF NEXT MEETING**

Committee noted that the next meeting of the Finance & General Purposes Committee would be held on Monday 14<sup>th</sup> December 2020 at 19:00 which,

**MINUTES (Agenda Item 7)**

subject to social distancing restrictions, would either be held remotely via Zoom or at the Council Offices, 11 Corn Square, Leominster HR6 8YP.

There being no other business the meeting closed at 20.55 hours.

**CHAIR:**

**DATE:**

# LEOMINSTER TOWN COUNCIL

## ENVIRONMENT AND SERVICES COMMITTEE

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

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

**OFFICERS PRESENT:** Town Clerk and the Environmental Services Supervisor.

**ES21/20 APOLOGIES FOR ABSENCE**

No apologies for absence were received.

**ES22/20 DECLARATIONS OF INTEREST**

Cllr. Murdoch – Allotments

Cllr. Sutcliffe – Farmers Market

**ES23/20 REQUESTS FOR DISPENSATIONS**

There had been no requests for dispensations received.

**ES24/20 QUESTIONS FROM THE PUBLIC**

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

**ES25/20 MINUTES OF PREVIOUS MEETING**

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

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

**ES26/20 CLERK'S REPORT**

- The clerk reported that she had received notification that day regarding Leominster War Memorial from Historic England. It has been added to the List of Buildings of Special Architectural or Historic Interest. The building is now listed at Grade II. A report can be found on the following link: [Historic England Buildings](#)
- There has been a request from CCTV office for the ivy to be removed from the Pine Trees on Etnam Street car park to improve vision. It was **RESOLVED** that the Environmental Services Supervisor should assess and action removal from the base of the trees.
- Trees were felled in a garden at the rear of Broad Street today as a result of the planning application lapsing. Cllr. Thomas proposed and Cllr. Norman seconded the proposal and it was **RESOLVED** that a formal complaint should be sent to the Leader of Herefordshire Council.

**ES27/20 COMMITTEE UPDATE REPORT**

Committee considered the update report and following discussion they

**RESOLVED:**

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

**ES28/20 GROUNDS TEAM UPDATE**

Committee considered the report and **RESOLVED:**

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

**ES29/20 CONFIDENTIAL ITEMS**

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

**ES30/20 DATE OF NEXT MEETING**

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

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

**CHAIR:**

**DATE:**



# LEOMINSTER TOWN COUNCIL

## ENVIRONMENT AND SERVICES COMMITTEE

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

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

**OFFICERS PRESENT:** Town Clerk

**ES31/20 APOLOGIES FOR ABSENCE**

No apologies for absence were received.

**ES32/20 DECLARATIONS OF INTEREST**

Cllr. Murdoch – Allotments

Cllr. Sutcliffe – Farmers Market/LARC

**ES33/20 REQUESTS FOR DISPENSATIONS**

There had been no requests for dispensations received.

**ES34/20 QUESTIONS FROM THE PUBLIC**

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

**ES35/20 MINUTES OF PREVIOUS MEETING**

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

**ES36/20 CLERK'S REPORT**

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

**ES37/20 COMMITTEE UPDATE REPORT**

Committee considered the update report and following discussion they

**RESOLVED:**

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

**ES38/20 CONFIDENTIAL ITEMS**

Committee noted that there were no confidential items to consider.

**ES39/20 DATE OF NEXT MEETING**

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

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

**CHAIR:**

**DATE:**