



## LEOMINSTER TOWN COUNCIL

### FULL COUNCIL

Tuesday 22nd September 2020

To: All Members:

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

### NOTICE OF MEETING

You are hereby summoned to attend a meeting of the Leominster Town Council to be held on **Monday 28<sup>th</sup> September 2020** commencing at **19:00 hours** remotely via Zoom.

**Meeting ID:** 893 2805 1319

Press and public are cordially invited to attend. Those wishing to join the meeting should contact the clerk on [townclerk@leominstertowncouncil.gov.uk](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 27<sup>th</sup> July 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 – 29<sup>th</sup> July, 10<sup>th</sup> August, 7<sup>th</sup> September 2020;
- Communications & Events Committee – 14<sup>th</sup> July 2020;
- Finance & General Purposes Committee – 7<sup>th</sup> September 2020;
- Environment & Services Committee – 20<sup>th</sup> July 2020;
- Personnel Sub-Committee – 19<sup>th</sup> August 2020:

**8. FINANCES**

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

**(b) Income and Expenditure Report Month 5** – To consider the Income and Expenditure Report for Month 5 and accompanying notes.

**(c) Budget Forecast Sheets** – To discuss and begin to shape the 2021/22 budget.

**(d) Precept Setting** – To discuss the precept setting for 2021/22.

**(e) Revising the Standing Orders and Financial Regulations** – NALC is currently producing model guidelines to reflect changes required as a result of the COVID-19 pandemic. An update will be provided.

**9. REPORTS**

To receive update reports from:

- Representatives on outside bodies (verbal)
- Herefordshire Council Ward Members (text and verbal)
- The Grants & Projects Officer with a project update (verbal)

**10. MAYORAL APPOINTMENTS**

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

**11. RURAL SERVICES NETWORK**

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

**12. ASSETS OF COMMUNITY VALUE**

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

**13. ROAD NAMEPLATE PROVISION**

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

**14. REPAIR OF PIPE AT ALLOTMENT SITE**

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

**15. CONFIDENTIAL ITEMS**

Certain items are expected to include the consideration of exempt information and the Finance Committee is, therefore, recommended to resolve "That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed below, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information".

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

**16. DATE OF NEXT MEETING**

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

# LEOMINSTER TOWN COUNCIL

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

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

**OFFICERS PRESENT:** Town Clerk.

**ALSO PRESENT:** Ward Cllr Stone.

## 14/20 APOLOGIES FOR ABSENCE

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

## 15/20 DECLARATIONS OF INTEREST

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

## 16/20 REQUESTS FOR DISPENSATIONS

No requests for dispensation had been received.

## 17/20 QUESTIONS FROM THE PUBLIC

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

## 18/20 END OF YEAR ACCOUNTS 2019/20

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

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

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

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

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

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

## 19/20 MINUTES OF THE PREVIOUS MEETING

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

## 20/20 CLERK'S REPORT

Council noted the following Clerk's Report:

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

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

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

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

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

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

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

## 21/20 COMMITTEE MEETINGS

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

- Cllr Williams, Vice-Chair of the Planning & Highways Committee, presented the minutes. It was **RESOLVED** to approve the minutes of the Planning & Highways Committee held on 1<sup>st</sup> June 2020, 22<sup>nd</sup> June 2020 and 13<sup>th</sup> July 2020 and to authorise the decisions and recommendations contained therein;
- Cllr Rumsey, Chair of the Communications & Events Committee, presented the minutes. It was **RESOLVED** to approve the minutes of the

## MINUTES (Agenda Item 5)

Communications & Events Committee held on 12<sup>th</sup> May 2020 and to authorise the decisions and recommendations contained therein;

- Cllr Murdoch, Chair of the Finance & General Purposes Committee, presented the minutes. It was **RESOLVED** to approve the minutes of the Finance & General Purposes Committee held on 29<sup>th</sup> June 2020 and to authorise the decisions and recommendations contained therein;
- Cllr. Thomas, Chair of the Personnel Sub-Committee, presented the minutes. It was **RESOLVED** to approve the minutes of the Personnel Sub-Committee held on 6<sup>th</sup> May 2020 and to authorise the decisions and recommendations contained therein;
- Cllr Smith-Winnard, Vice-Chair of the Environment & Services Committee, presented the minutes. It was **RESOLVED** to approve the minutes of the Environment & Services Committee held 11<sup>th</sup> May 2020 and to authorise the decisions and recommendations contained therein.

## 22/20 FINANCES

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

## 23/20 REPORTS

The following reports were received:

- (a) **Cllr Bartlett – Community Centre Verbal Report** – The council noted the report including that the Community Centre has held its first socially distanced meeting for 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.
- (b) **Cllr. Rumsey – Shopmobility Verbal Report** – Then council noted that Shopmobility is still closed as a result of COVID-19 pandemic. An emergency number is available and displayed at the premises and outside operation is currently being considered.

### **Leominster West Ward Report**

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

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

The partnership of community volunteers, Leominster town council and Herefordshire Council are still supporting those who need help with shopping, collection of medication or

## MINUTES (Agenda Item 5)

just a friendly chat, while the food bank continues to provide much needed food parcels for the increasing number of those on low incomes, due to job losses or low wages. As ever, difficult times bring out the best in most people, and our strong, local community has risen to the occasion to make sure everyone is supported. Well done to everyone.

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

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

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

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

### **Ward Issues**

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

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

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

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

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

## Leominster South Ward Report

Herefordshire has so far had low rates of infection, but still has had over 100 deaths, around half in care homes. The recent outbreak among seasonal workers near Cradley shows how quickly things can change – and why face coverings, which are compulsory in shops from this Friday, seem like a small and sensible way for us to protect each other. We hope the networks built during the outbreak will continue to provide ways for us to keep in contact and support each other. Talk Communities, a Herefordshire Council initiative, will be building on our own and many other networks throughout the county.

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

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

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

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

But Herefordshire Council's resources have been stretched by both the flooding and Covid and by no means all its expenditure will be replaced by central government. Income has also been dented by the business rate holiday and free parking. So the Council is well out of pocket and is currently working hard on how to address this. Sadly it is likely this will require further economies just at the time when many of our residents and businesses are also facing financial struggles. However the capital programme is set to continue, taking advantage of the very low rate for borrowing.

Free parking in Leominster comes to an end this Saturday – but an hour is only 50p in Etnam St car park and free on-street parking remains. We hope the new traffic measures and the face coverings in shops rule will reassure many who live in and around our market town that it is safe to venture back into Leominster and enjoy all it has to offer. So many



people have worked hard together. Thank you all. The summer and autumn will bring new challenges. Let's keep working even more closely to find ways through.

Trish Marsh

### **Leominster East Ward members report 27<sup>th</sup> July 2020**

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

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

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

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

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

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

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

I have also attended two online LGA Conference seminars on Re-thinking Local and Spot light on learning through crisis.

Cllr. Jenny Bartlett

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

### 24/20 MAYORAL APPOINTMENTS

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

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

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

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

Cllr. Rumsey was proposed by Cllr. Thomas and seconded by Cllr. Bartlett.

No other nominations were received.

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

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

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

No other nominations were received.

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

### 26/20 MOTION

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

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Leominster Town Council requests that Herefordshire Council undertakes to implement 20mph speed limits across Herefordshire's towns and major villages. This was proposed by Cllr. Sutcliffe and seconded by Cllr Davies. The motion was put to vote and agreed unanimously:

For: 12, Against: 0, Abstentions: 0

Cllr. Stone left the meeting at 8.31pm.

**27/20 CONFIDENTIAL ITEMS**

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

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

**28/20 DATE OF NEXT MEETING**

Council noted that the next Town Council Meeting would be held on Monday 28<sup>th</sup> September 2020 commencing at 19:00 hours either remotely via Zoom or at the Council Offices, 11 Corn Square, Leominster HR6 8YP depending on social distancing regulations being relaxed by central government.

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

**MAYOR:**

**DATE:**

# LEOMINSTER TOWN COUNCIL

## PLANNING & HIGHWAYS COMMITTEE

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

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

**OFFICER PRESENT:** Town Clerk.

**PH46/20 APOLOGIES FOR ABSENCE**

No apologies were received.

**PH47/20 DECLARATIONS OF INTEREST**

Cllr. Herschy – Application 202042 Neighbour

**PH48/20 HEREFORDSHIRE COUNCIL MEMBERS**

There were no Herefordshire Council members in attendance.

**PH49/20 REQUESTS FOR DISPENSATIONS**

No requests for dispensation had been received.

**PH50/20 QUESTIONS FROM THE PUBLIC**

No members of the public were present.

**PH51/20 MINUTES OF PREVIOUS MEETING**

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

**PH52/20 PLANNING**

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

**Application no & site address:** Planning Consultation - **202042** - 40a Broad Street, Leominster, Herefordshire, HR6 8BS

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

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

**Grid ref:** OS 349675, 259273

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

**Comment:** Objection for the following reasons:

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

**Application no & site address:** Planning Consultation - **201970** - Flat 2, 14 Church Street, Leominster, Herefordshire, HR6 8NQ

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

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

**Grid ref:** OS 349732, 259144

**Application type:** Listed Building Consent

**Comment:** No Objection

**Application no & site address:** Planning Consultation - **201377** - Orchard adjacent to Sunnybank, Cholstrey, Leominster, Herefordshire HR6 9AN

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

**Applicant(s):** Mrs Claire Beddoes

**Grid ref:** OS 346838, 259235

**Application type:** Planning Permission

**Comment:** No Objection

**Application no & site address:** Planning Consultation - 202086 - The Waltons, Ginhall Lane, Leominster, Herefordshire, HR6 9AH

**Description:** Proposed ground floor extension

**Applicant(s):** Mr & Mrs P Davies

**Grid ref:** OS 347792, 259437

**Application type:** Full Householder

**Comment:** No Objection

## PH53/20 DECISIONS

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

### **Leominster East**

**Number:** P193872/F

**Current status:** Determination Made

**Decision:** Refused

**Type:** Planning Permission

**Location:** 6 Corn Square Leominster Herefordshire

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

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

**Leominster East**

**Number:** P193873/L

**Current status:** Determination Made

**Decision:** Approved with Conditions

**Type:** Listed Building Consent

**Location:** 6 Corn Square Leominster Herefordshire

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

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

**Leominster East**

**Number:** P201191/L

**Current status:** Determination Made

**Decision:** Approved with Conditions

**Type:** Listed Building Consent

**Location:** Broadward Lodge Broadward Leominster Herefordshire HR6 8QG

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

**Comment:** No Objection

**Leominster North & Rural**

**Number:** P200642/F

**Current status:** Determination Made

**Decision:** Approved with Conditions

**Type:** Planning Permission

**Location:** 31 Bridge Street Leominster Herefordshire HR6 8DU

**Proposal:** Proposed loading bay attached to the existing building

**Comment:** No Objection

**Leominster North & Rural**

**Number:** P200920/F

**Current status:** Determination Made

**Decision:** Withdrawn

**Type:** Planning Permission

**Location:** Portley House Leominster Herefordshire HR6 0AA

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

**Comment:** No Objection

**PH54/20 HIGHWAYS AND PARKING MATTERS**

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

**PH55/20 LICENCING MATTERS**

Concerns have been raised by local residents regarding the late licencing of some venues in the town and the resulting anti-social behaviour and vandalism at around 4am in the morning. After discussion it was agreed that the clerk

**MINUTES (Agenda Item 7)**

should report this to the Licencing Officer at West Mercia Police and bring it up at Team Leominster.

**PH56/20 DATE OF NEXT MEETING**

Committee noted that the next meeting would be held on Monday 10<sup>th</sup> August 2020 commencing at 7:00pm either remotely via Zoom or in the Council Offices, 11 Corn Square, Leominster, HR6 8YP depending on the lifting of social distancing restrictions by central government.

There being no other business the meeting closed at 19.54 hours.

**CHAIR:**

**DATE:**

# LEOMINSTER TOWN COUNCIL

## PLANNING & HIGHWAYS COMMITTEE

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

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

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

**OFFICER PRESENT:** Town Clerk.

**PH57/20 APOLOGIES FOR ABSENCE**

No apologies were received.

**PH58/20 DECLARATIONS OF INTEREST**

No Declarations of Interest were made.

**PH59/20 HEREFORDSHIRE COUNCIL MEMBERS**

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

**PH60/20 REQUESTS FOR DISPENSATIONS**

No requests for dispensation had been received.

**PH61/20 QUESTIONS FROM THE PUBLIC**

One member of the public was present.

Concerns were raised regarding late night/early morning anti-social behaviour at the weekend. On 25<sup>th</sup> July 2020 at 4.08 am the member of the public was woken by a large group of intoxicated people in High Street below. They were swearing, shouting, brawling, urinating in planters and throwing bottles at shop windows. On being questioned by the resident they said that they had come from a local licenced premises. The police were called but didn't appear to attend at the time. This complaint was discussed in the previous meeting of 29<sup>th</sup> July 2020 and the clerk would follow up with licencing officer at West Mercia Police and provide a response to the member of the public.

**PH62/20 MINUTES OF PREVIOUS MEETING**

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



## PH63/20 PLANNING

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

**Application no & site address:** Planning Consultation - **202300** - Hallowdene, Pinsley Road, Leominster, Herefordshire, HR6 8NN

**Description:** Proposed verandah

**Applicant(s):** Mr & Mrs J & L Knapp

**Grid ref:** OS 350060, 259058

**Application type:** Full Householder

**Comment:** No Objection

**Application no & site address:** Planning Consultation - **202172** - Vacant site adjacent to 54 Green Lane, Leominster, Herefordshire HR6 8QW

**Description:** Application for variation of condition 2 following grant of planning permission. 171903 (Proposed construction of a pair of semi-detached dwellings) To allow the design of the approved semi- detached houses to be amended.

**Applicant(s):** Mr S Griffiths

**Grid ref:** OS 348822, 259113

**Application type:** Planning Permission

**Comment:** No Objection

**Application no & site address:** Planning Consultation - **200726** - Alba, Bargates, Leominster, Herefordshire, HR6 8EY

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

**Applicant(s):** Mr Andrew MacLachlan

**Grid ref:** OS 349305, 258991

**Application type:** Listed Building Consent

**Comment:** No Objection

## PH64/20 DECISIONS

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

**Leominster East**

**Number:** P201468/K

**Current status:** Determination Made

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

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

**Location:** Grange Court The Grange Leominster Herefordshire HR6 8NL

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

**Comment:** No Objection

**Leominster East**

**Number:** P201815/L

**Current status:** Determination Made

**Decision:** Approved with Conditions

**Type:** Listed Building Consent

**Location:** 15 Church Street Leominster Herefordshire HR6 8NE

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

**Comment:** No Objection

## PH65/20 HIGHWAYS AND PARKING MATTERS

### (a) Highway and Parking Matters

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

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

## PH66/20 LICENCING MATTERS

No licencing applications have been received to consider.

## PH67/20 DATE OF NEXT MEETING

Committee noted that the next meeting would be held on Monday 7<sup>th</sup> September 2020 commencing at **18:00 hours** either remotely via Zoom or in the Council Offices, 11 Corn Square, Leominster, HR6 8YP depending on the lifting of social distancing restrictions by central government.

There being no other business the meeting closed at 19.52 hours.

**CHAIR:**

**DATE:**

# LEOMINSTER TOWN COUNCIL

## PLANNING & HIGHWAYS COMMITTEE

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

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

**OFFICER PRESENT:** Town Clerk.

**PH68/20 APOLOGIES FOR ABSENCE**

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

**PH69/20 DECLARATIONS OF INTEREST**

No Declarations of Interest were made.

**PH70/20 HEREFORDSHIRE COUNCIL MEMBERS**

There were no Herefordshire Council members in attendance.

**PH71/20 REQUESTS FOR DISPENSATIONS**

No requests for dispensation had been received.

**PH72/20 QUESTIONS FROM THE PUBLIC**

No members of the public were present.

**PH73/20 MINUTES OF PREVIOUS MEETING**

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

**PH74/20 PLANNING**

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

**Application no & site address:** Planning Consultation - **202243** - Land at Highfield, Fairmile, Stoke Prior, Leominster, Herefordshire HR6 0LR

**Description:** Proposed single storey dwelling.

**Applicant(s):** Ms Hilary Bubb

**Grid ref:** OS 353594, 257650

**Application type:** Planning Permission

**Comment:** Objection – It was agreed to support the Humber, Ford & Stoke Prior Parish Council comments regarding safety and not reflecting their Neighbourhood Development Plan.

**Application no & site address:** Planning Consultation - **202131** - The Maises, Bridge Street, Leominster, Herefordshire, HR6 8DZ

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

**Applicant(s):** Mr Andrew Croxson

**Grid ref:** OS 349436, 259736

**Application type:** Full Householder

**Comment:** No Objection

**Application no & site address:** Planning Consultation - **202683** - 28 West Street, Leominster, Herefordshire, HR6 8ES

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

**Applicant(s):** Mrs Kirsty Karpat

**Grid ref:** OS 349534, 259003

**Application type:** (Part 3) Class O - Prior Approval

**Comment:** No Objection

**Application no & site address:** Planning Consultation – **202575** - 3 Ryelands Orchard,,Leominster

**Description:**Proposed extensions.

**Applicant(s):** Mr J Turner

**Grid ref:** OS 349022, 258400

**Application type:** Full Householder

**Comment:** No Objection

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

## PH75/20 DECISIONS

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

### **Leominster West**

**Number:** P200506/U

**Current status:** Determination Made

**Decision:** Approved with Conditions

**Type:** Certificate of Lawfulness (CLEUD)

**Location:** Melrose Ginhall Lane Leominster Herefordshire HR6 9AQ

**Proposal:** Certificate of lawfulness for existing single storey extension to rear.

**Comment:** No Comment recorded

**Leominster East**

**Number:** P201564/FH

**Current status:** Determination Made

**Decision:** Approved with Conditions

**Type:** Full Householder

**Location:** South View, 3 Stretfordbury Stoke Prior Leominster Herefordshire HR6 0LP

**Proposal:** Proposed single storey extension.

**Comment:** No Objection

**Leominster South**

**Number:** P201762/FH

**Current status:** Determination Made

**Decision:** Approved with Conditions

**Type:** Full Householder

**Location:** Hivron 29 Barons Cross Road Leominster Herefordshire HR6 8RL

**Proposal:** Proposed front entrance porch and hallway.

**Comment:** No Objection

**Leominster North & Rural**

**Number:** P192078/F

**Current status:** Determination Made

**Decision:** Approved with Conditions

**Type:** Planning Permission

**Location:** Land adjacent right bank of the River Lugg Bypass Channel Leominster Herefordshire

**Proposal:** Proposed Flood Risk Management Strategy, will protect up to 251 properties from flooding, by raising the existing railway embankment over a length of 800m of the right bank of the River Lugg Bypass Channel from SO 49232 59963 (B4361, Bridge Street) to SO 49998 59710 (Railway Bridge). Approximately 100m of the embankment will be retained by a concrete flood wall to account for the constrained width of the river bank. A flood wall up to 20m in length, will tie-in the raised defences to the Network Rail Bridge.

**Comment:** No Comment recorded.

**PH76/20 HIGHWAYS AND PARKING MATTERS**

**(a) Highway and Parking Matters**

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

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

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

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

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

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

**(d) Brierley Traffic Regulation Order**

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

**PH77/20 LICENCING MATTERS**

No licencing applications have been received to consider.

**PH78/20 DATE OF NEXT MEETING**

Committee noted that the next meeting would be held on Monday 5<sup>th</sup> October 2020 commencing at **18:00 hours** either remotely via Zoom or in the Council Offices, 11 Corn Square, Leominster, HR6 8YP depending on the lifting of social distancing restrictions by central government.

There being no other business the meeting closed at 18.49 hours.

**CHAIR:**

**DATE:**

# LEOMINSTER TOWN COUNCIL

## COMMUNICATIONS & EVENTS COMMITTEE

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

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

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

**CE11/20 APOLOGIES FOR ABSENCE**

No apologies for absence were received.

**CE12/20 DECLARATIONS OF INTEREST**

Cllr. Smith-Winnard – Leominster in Bloom

Cllr. Sutcliffe – Farmer's Market

**CE13/20 REQUESTS FOR DISPENSATIONS**

No requests for dispensations had been received.

**CE14/20 QUESTIONS FROM THE PUBLIC**

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

**CE15/20 MINUTES OF PREVIOUS MEETING**

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

**CE16/20 CLERK'S REPORT**

The clerk had nothing to report.

**CE17/20 MARKET OFFICER'S REPORT**

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

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

## MINUTES (agenda Item 7)

- To note that the Farmers Market returned on 13<sup>th</sup> June 2020 and that the new layout made the event look more appealing.
- To write a feature on the Market Traders for Leominster News to promote the market.
- To look at promotion of both markets for which there is a budget available.

The Market Manager left the meeting at 11.43am.

### CE18/20 TOURIST INFORMATION CENTRE

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

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

### CE19/20 COMMUNICATIONS & EVENTS UPDATE REPORT

Committee received an update from the Town Clerk.

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

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

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



**MINUTES (Agenda Item 7)**

green. An article was published in the Hereford Times and an article submitted to Leominster News.

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

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

Committee noted that the next Communication and Events meeting would be held on Tuesday 15<sup>th</sup> September 2020 at 11:30am either remotely via Zoom or in the Council Chamber, 11 Corn Square, Leominster HR6 8YP depending on the social distancing restrictions being lifted by central government.

There being no other business, the Chair thanked members for their attendance and closed the meeting at 12:14pm.

**CHAIR:**

**DATE:**

# LEOMINSTER TOWN COUNCIL

## FINANCE & GENERAL PURPOSES COMMITTEE

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

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

**OFFICER PRESENT:** Town Clerk

**FG19/20 APOLOGIES FOR ABSENCE**

No apologies for absence were received.

**FG20/20 DECLARATIONS OF INTEREST**

The following declarations of interest were made:

- Cllr Bartlett: Leominster Area Polish Society

**FG21/20 REQUESTS FOR DISPENSATIONS**

There had been no requests for dispensations received.

**FG22/20 QUESTIONS FROM THE PUBLIC**

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

**FG23/20 MINUTES OF PREVIOUS MEETING**

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

**FG24/20 CLERK'S REPORT**

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

**FG25/20 FINANCIAL AND COMMITTEE MATTERS****(a) Income and Expenditure Report**

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

**(b) Accounts Paid and Outstanding Accounts for Payment**

Following consideration of the accounts paid and outstanding accounts for payment, Committee **RESOLVED** to ratify the payments relating to the months of July and August 2020.

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

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

**FG26/20 CONFIDENTIAL ITEMS**

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

**(a) Grants – Following consideration of the grant application, the Committee RESOLVED:**

## MINUTES (Agenda Item 7)

- To award a grant of £600 to the Leominster Area Polish Society towards the provision and installation of a heritage interpretation board and associated publicity.

**(b) Quotes for the upgrade of the heating system** – Committee considered the recommendations of the Task & Finish Group and **RESOLVED**;

- To accept the Grange quotation of £7240.00 for upgrading the heating system at 11 Corn Square so that it operates more efficiently.

**(c) Potential devolved asset acquisition** – Committee considered the potential of the asset that could be acquired from Herefordshire Council and following discussion, it was **RESOLVED** to submit an expression of interest, that a site visit will be arranged and more information be requested.

**(d) National Joint Council Local Government Services Pay Agreement 2020-21** – The pay agreement of 2.75% and an additional day holiday pro rata were noted. This had already been budgeted for in the 2020-21 annual budget and will be back dated to April 1<sup>st</sup> 2020.

### **FG27/20 DATE OF NEXT MEETING**

Committee noted that the next meeting of the Finance & General Purposes Committee would be held on Monday 26<sup>th</sup> October 2020 at 19:00 which, subject to social distancing restrictions, would either be held remotely via Zoom or at the Council Offices, 11 Corn Square, Leominster HR6 8YP.

There being no other business the meeting closed at 20.44 hours.

**CHAIR:**

**DATE:**

# LEOMINSTER TOWN COUNCIL

## ENVIRONMENT AND SERVICES COMMITTEE

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

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

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

**ES11/20 APOLOGIES FOR ABSENCE**

No apologies for absence were received.

**ES12/20 DECLARATIONS OF INTEREST**

Cllr. Murdoch - Allotments

**ES13/20 REQUESTS FOR DISPENSATIONS**

There had been no requests for dispensations received.

**ES14/20 QUESTIONS FROM THE PUBLIC**

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

**ES15/20 MINUTES OF PREVIOUS MEETING**

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

**ES16/20 CLERK'S REPORT**

The clerk had nothing to report.

**ES17/20 COMMITTEE UPDATE REPORT**

Committee considered the update report and following discussion they

**RESOLVED:**

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

## MINUTES (agenda Item 7)

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

### ES18/20 GROUNDS TEAM UPDATE

Committee considered the report and **RESOLVED:**

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

### ES19/20 CONFIDENTIAL ITEMS

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

### ES20/20 DATE OF NEXT MEETING

Committee noted that the next meeting would be held on Monday 14<sup>th</sup> September 2020 at 19:00hrs either remotely via Zoom or in the Council Chamber, 11 Corn Square, Leominster HR6 8YP depending on the lifting of social distancing restrictions by central government.

There being no other business, the Chair thanked members for their attendance and closed the meeting at 20.10 hours.

**CHAIR:**

**DATE:**

# LEOMINSTER TOWN COUNCIL

## PERSONNEL SUB-COMMITTEE

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

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

**OFFICERS PRESENT:** Town Clerk

**PC09/20 APOLOGIES FOR ABSENCE**

No apologies were received.

**PC10/20 DECLARATIONS OF INTEREST**

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

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

**PC11/20 REQUESTS FOR DISPENSATIONS**

No requests for dispensations had been received.

**PC12/20 QUESTIONS FROM THE PUBLIC**

There were no members of the public present.

**PC13/20 MINUTES OF PREVIOUS MEETING**

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

**PC14/20 CONFIDENTIAL ITEMS**

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

**(a) Grievance** – The Sub-Committee were informed that a grievance had been raised by a member of staff. A date will be set for a hearing in line with Leominster Town Council Grievance Procedure.

**(b) Staff Update** – The clerk gave the Sub-Committee a verbal update of staff activities and planned training. An update was also provided detailing the tasks completed by the Museum Curator since the COVID-19 lockdown. It was **RESOLVED** to arrange a meeting to discuss the impact of COVID-19 with Museum representatives as soon as possible.

- (c) Staff Training** – It was **RESOLVED** that the clerk should register for CiLCA in September and attend HALC training support sessions. It was also **RESOLVED** that the clerk should also investigate a personal licence course.
- (d) Updated Job Descriptions for Senior Staff** – The new job descriptions for Senior Staff, that will be used as part of the next appraisal process, were reviewed and following discussion it was **RESOLVED** to add three extra items to one of the job descriptions.
- (e) Recruitment** – Following discussion it was **RESOLVED** to recruit a Tourist Information Assistant on a 3 month, Fixed Term contract of 16 hours per week and review at the end of that period.
- (f) Clerk and Senior Staff Appraisals**- The clerk's appraisal by the Mayor and the Chair of Finance & General Purposes Committee will follow this meeting and it was **RESOLVED** that the date for the senior staff appraisals should be set in September.

**PC15/20 DATE OF NEXT MEETING**

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

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

**CHAIR:**

**DATE:**



**Ward report Leominster South – September 2020**

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

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

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

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

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

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

Trish Marsh

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

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

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

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

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

Herefordshire Council continues to encourage staff to work from home, and to have its meetings on-line, and is likely to continue doing so for the foreseeable future. The majority of those working for the Council have indicated a preference for working this way, but it is also clear that many staff, certainly in Children's Services, would like to come in once or twice a week to catch up with colleagues, have team meetings etc. where this can be done safely. Continuing phosphate problems with the River Lugg mean that many planning applications are still on hold, including the poultry house application at Stagbatch Farm, and the large development at Barons Cross Camp, although a recent discussion with one of the

planning officers seemed to indicate that there may be movement soon on certain applications. No confirmation of this yet.