

LEOMINSTER TOWN COUNCIL

Minutes of the Leominster Annual Town Council Meeting held on Monday 23rd May 2022 commencing at 19:00 hours in the Council Chamber, 11 Corn Square, Leominster HR6 8YP.

MEMBERS PRESENT: Councillors Marsh (Mayor), Williams (Deputy Mayor), Bartlett, Davies, Hanna, Herschy, Jacquet, Smith-Winnard, Sutcliffe (19.02) and Thomas.

OFFICERS PRESENT: Town Clerk, Democratic Services Officer.

ALSO PRESENT: Ward Cllr Stone and 1 member of the public (19.20).

01/22 ELECTION OF TOWN MAYOR FOR THE 2022/23 CIVIC YEAR

Council ratified the decision made, at the Leominster Town Council Meeting held on Monday 28th March 2022, that Cllr Marsh be elected Mayor of Leominster for 2022/23.

Cllr Sutcliffe questioned why it was necessary to ratify the decision as the decision had already been made at the Leominster Town Council meeting on Monday 28th March 2022. The Local Government Act 1972, ss15(2) and 34(2) states that 'the first business of the meeting (Annual Town Council) must be the election of the chairman'.

02/22 DECLARATION OF ACCEPTANCE OF OFFICE

Council **RECEIVED** Cllr Marsh's Declaration of Acceptance of Office as the newly elected Mayor of Leominster.

03/22 ELECTION OF DEPUTY MAYOR FOR THE 2022/23 CIVIC YEAR

Council ratified the decision made, at the Leominster Town Council Meeting held on Monday 28th March 2022, that Cllr Williams be elected Deputy Mayor of Leominster for 2022/23.

04/22 DECLARATION OF ACCEPTANCE OF OFFICE

Council **RECEIVED** Cllr Williams' Declaration of Acceptance of Office as the newly elected Deputy Mayor of Leominster.

05/22 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted by the Council for Cllr Marshall (Holiday), Cllr Norman (Holiday), Cllr Preece (Holiday) and Cllr Rumsey (Prior Engagement).

06/22 DECLARATIONS OF INTEREST

The following declaration of interest was received:

- Cllr Thomas – Shopmobility trustee

07/22 REQUESTS FOR DISPENSATIONS

No requests for dispensation had been received.

08/22 QUESTIONS FROM THE PUBLIC (maximum 15 minutes)

There were no members of the public present at this stage. No matters were raised.

09/22 MINUTES OF THE PREVIOUS TOWN COUNCIL MEETING

Council **RESOLVED** that the minutes of the Leominster Town Council meeting held on 28th March 2022 be agreed and signed as a correct record.

Council **NOTED** the draft minutes of the Annual Town Meeting held on Monday 4th April 2022. These would be formally adopted at the next Town Meeting to be held in April 2023.

10/22 CLERK'S REPORT

Council noted the following Clerk's Report:

- Cllr Rumsey has resigned as a Councillor w.e.f. 23rd May 2022. The clerk will inform Elections at Herefordshire Council tomorrow. Council **RESOLVED** to send a letter of thanks to Cllr Rumsey and Mrs Rumsey for his service and her support during his Mayoral year;
- The clerk will be on annual leave on 27th May, 30th May and 13th to 17th June 2022;
- The clerk has received 3 applications for the Civic Officer vacancies (Sergeant at Arms and two Mace Bearers). The positions will be advertised until 31st May 2022.

11/22 APPOINTMENT OF COMMITTEES

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

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

12/22 APPOINTMENT OF COMMITTEE MEMBERS

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

PLANNING & HIGHWAYS COMMITTEE (11 MEMBERS)

Cllr Marsh (Mayor)
 Cllr Williams (Deputy Mayor)
 Cllr Bartlett
 Cllr Hanna
 Cllr Herschy
 Cllr Jacquet
 Cllr Preece
 Cllr Rosser
 Cllr Thomas
 2 vacancies

ENVIRONMENT & SERVICES COMMITTEE (11 MEMBERS)

Cllr Marsh (Mayor)
Cllr Williams (Deputy Mayor)
Cllr Bartlett
Cllr. Davies
Cllr Herschy
Cllr Jacquet
Cllr Murdoch
Cllr Norman
Cllr Smith-Winnard
Cllr Sutcliffe
1 vacancy

FINANCE & GENERAL PURPOSES COMMITTEE (11 MEMBERS)

Cllr Marsh (Mayor)
Cllr Williams (Deputy Mayor)
Cllr Bartlett
Cllr Davies
Cllr Hanna
Cllr Murdoch
Cllr Norman
Cllr Sutcliffe
3 vacancies

COMMUNICATIONS & EVENTS COMMITTEE (9 MEMBERS)

Cllr Marsh (Mayor)
Cllr Williams (Deputy Mayor)
Cllr Jacquet
Cllr Murdoch
Cllr Smith-Winnard
Cllr Sutcliffe
Cllr Thomas
2 vacancies

A member of the public arrived at 19.20 and said that it stated on the Town Council's website that the meeting commenced at 19.30. The website was checked immediately and it was confirmed that the website stated that the meeting commenced at 19.00.

13/22 APPOINTMENT TO OUTSIDE BODIES

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

OUTSIDE BODY	APPOINTED REPRESENTATIVES
Rural Market Towns Group (1 position)	Cllr Thomas
Herefordshire Association of Local Councils (1 position)	Cllr Marsh
Hester Clarke Almshouses Trustees (2 positions)	Cllr Thomas, 1 vacancy
Leominster District Community Association (2 positions)	Cllr Murdoch, 1 vacancy
Leominster Festival Committee (1 position)	Cllr Jacquet
Shopmobility (1 position)	Cllr Jacquet
Leominster in Bloom (2 positions)	Cllrs Marsh and Murdoch
S&A produce Liaison Group (2 positions)	Cllrs Marsh and Thomas
Janice & Peter McCaull Trust (4 positions)	Cllrs Marsh, Norman, Thomas and Williams
Youth Champions	Cllr Thomas
Tree Officer	Cllrs Preece and Smith-Winnard
Fair Trade	Cllr Norman

Cllr Thomas advised that Hester Clarke Almshouses were not currently holding meetings. The clerk will contact the Charity Commission to obtain a copy of the constitution and Articles of Association for Hester Clarke Almshouses. The clerk will also contact Hester Clarke Almshouses to establish whether there are any scheduled meetings.

14/22 INSURANCE COVER

(a) Local Council Insurance – It was **RESOLVED** that Annual Insurance cover for the Parish Council for 2022/23 currently provided by Zurich Insurance be confirmed.

(b) Vehicle Insurance – It was **RESOLVED** that Annual Insurance cover for the Parish Council's vehicles for 2022/23 currently provided by Zurich Insurance be confirmed.

15/22 VEHICLE REPLACEMENT – Council **RESOLVED** to delegate authority to the clerk to source and purchase a relatively new truck up to the value of £13000. Council noted that a tow bar has temporarily been fitted onto the Council's Ford Transit van in order that preparations can continue to be made for the Friday and Farmers markets.

- 16/22 DISPOSAL OF VEHICLE** – Council noted that the clerk has received a quote to scrap the Council’s Mitsubishi L200 and that two offers have been received from members of the public to purchase the vehicle. Council **RESOLVED** that the clerk accepts the best offer received and the vehicle will be sold as seen.
- 17/22 EXTRAORDINARY MARKET TOWNS MAINTENANCE FUND**
Council noted that the Planning & Highways Committee had already **RESOLVED** to recommend that the funding is prioritised for roads in the town centre not already covered under the HSHAZ scheme – including South Street, Burgess Street and Rainbow Street – and additional white lining. The Planning & Highways Committee had also suggested improvements to West Street although this may be covered under the HSHAZ. The clerk advised that Balfour Beatty have requested details of works to be done (on a 2 year programme) by the end of May 2022 although the HSHAZ consultation runs until 21st June 2022 and details of works to be covered by the HSHAZ have not been finalised.
Following discussion Council **RESOLVED** to advise Balfour Beatty that work is required to all town centre roads (and to allocate West Street to year 2 in case funding is received through the HSHAZ). The clerk will request quotes for all town centre roads (including West Street) and will contact the Contract management team at Herefordshire Council for an assurance that the Town Council will not lose any funding through this process.
- 18/22 FINANCES**
- (a) **Accounts Paid and Invoices for Payment** – It was **RESOLVED** to ratify the payment of invoices relating to April and May 2022, as outlined on the payment statements provided.

Cllr Williams will provide the clerk with details of companies / individuals who can carry out PAT testing.
- (b) **Income & Expenditure Report Month 12** – Council **RESOLVED** to accept the Income & Expenditure Report for Month 12 and accompanying notes.
- 19/22 RURAL MARKET TOWN GROUP** – Council **RESOLVED** to continue membership of the Rural Market Town Group at a cost of £130 + VAT.
- 20/22 MAYORAL CHARITY FOR 2021/22**
Cllr Marsh announced that she would be supporting CPRE Herefordshire during her mayoral year. This is the countryside charity for Herefordshire, campaigning for a sustainable future for the countryside and rural communities in the county.
- 21/22 OLD PRIORY**
- (a) **Old Priory Asset Transfer** – Council noted that the clerk has received the transfer documents. Council **RESOLVED** that the Mayor and

Deputy Mayor sign the documents once the solicitor has confirmed that they can be signed.

- (b) **Old Priory Development Report** – Council noted the development report and **RESOLVED** that costed proposals are obtained for the work outlined in the Old Priory Feasibility Study Project Brief. Council also **RESOLVED** that the following procurement timeline is adopted:
- 30th May 2022: request for tenders is published
 - supplier proposals and draft HSHAZ grant agreement terms are presented at the Full Council meeting on Monday 27th June 2022.

22/22 REPORTS

The following reports were received:

LARC / Grange Court

Cllr Herschy thanked the Town Council for their assistance and financial support and confirmed that LARC would no longer be applying for the longstanding grant of £7000 from the Town Council.

Herefordshire Council has repaid LARC's outstanding loan with the Social Investment Business. Council expressed extreme gratitude to Herefordshire Council for the repayment of the loan.

Cllr Herschy advised that Grange Court could display any posters / leaflets regarding Herefordshire Museum's opportunity to acquire the Herefordshire Hoard. The clerk will contact Herefordshire Council to request copies of any posters/ leaflets advertising the hoard.

Repair Cafés

Cllr Smith-Winnard advised that there was an advertisement promoting local repair cafés on the back page of the latest edition of Herefordshire Now. The Leominster repair café was not featured, as it does not receive funding from Herefordshire Council, but it is open once a month and is doing well.

Leominster North Ward Report from Ward Cllr. Stone

Council noted the report contained in the agenda.

Cllr Stone added that:

- this was the fifth annual parish meeting that he had attended this year and that the maximum attendance by members of the public was two;
- the next Leominster Market Town Business Briefing will be held at Grange Court on 7th June 2022. The clerk will circulate an email regarding booking tickets to the event;
- The Duke of Kent visited Leominster on 19th May 2022 to open the Stonewater veteran community-build scheme at Noden's Mews;
- Ukrainian children are now attending a number of local schools in the county and there are a number of support groups around Herefordshire for Ukrainian families. A concert is being held at Middleton-on-the-Hill Church to raise money for Ukrainian refugees.

Leominster South Ward Report from Ward Cllr. Marsh

Council noted the report contained in the agenda.

Leominster West Ward Report from Ward Cllr. Norman

Council noted the report contained in the agenda.

Leominster East Ward Report from Ward Cllr. Bartlett

Council noted the report contained in the agenda.

Cllr Rumsey (outgoing Mayor)

No verbal report was provided as Cllr Rumsey did not attend the meeting.

23/22 CONFIDENTIAL ITEMS

(a) Grant Applications – Following consideration of the grant applications

Council **RESOLVED:**

- To request that 151 Leominster Squadron, Royal Air Force Cadets initially requests funding from the other sources listed on their grant application form. The Town Council will make up any shortfall (if there is one) from the Youth Grant budget;
- To allocate a grant of £1000, from the General Grant budget, to the North Herefordshire Shopmobility Project, to ensure the continued functioning of Shopmobility, subject to confirmation that the 3 grants listed on their grant application form relate to the current year.
Council noted that the maximum grant award of £1000 was set at the meeting of the Finance & General Purposes Committee on 19th December 2016.
Cllr Jacquet will contact Shopmobility to offer assistance with advertising on social media.
The clerk will contact Talk Community to see if they can offer any assistance;
- Not to award funding to support the Armed Forces Community Outreach Pilot proposal for Leominster as the proposal does not fulfil the Town Council's criteria for grant funding.

Council requested that the Projects and Grants Officer produces a list of youth organisations that should be eligible for grant funding and to advise how grants should be distributed (in small or larger amounts).

(b) High Street Heritage Action Zone – Council noted the clerk's verbal update on funding to be received through the HSHAZ scheme.

There being no other business the Mayor thanked everyone for their attendance and closed the meeting at 21.27 hours.

MAYOR:

DATE: