



LEOMINSTER TOWN COUNCIL

FULL COUNCIL

Wednesday 20th July 2022

To: All Members:
Councillors Marsh (Mayor), Williams (Deputy Mayor), Bartlett, Davies, Hanna, Herschy, Jacquet, Marshall, Murdoch, Norman, Preece, Rosser, Smith-Winnard, Sutcliffe and Thomas (1 vacancy).

NOTICE OF MEETING

You are hereby summoned to attend a meeting of the Leominster Town Council to be held on **Monday 25th July 2022** commencing at **19:00 hours** in the Council Chamber, 11 Corn Square, Leominster HR6 8YP.

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 27th June 2022.

- 6. POLICE REPRESENTATIVE**
To receive a verbal update from a representative from the local Safer Neighbourhood Team.
- 7. BREACH OF CODE OF CONDUCT - PUBLIC APOLOGY**
To receive a public apology from Cllr Preece. See link:
<https://www.herefordshire.gov.uk/downloads/file/23998/34-00496-councillor-j-preece-leominster-town-council-decision-notice>
- 8. CLERK'S REPORT**
To receive the Clerk's Report on matters outstanding that may not appear on the agenda.
- 9. FINANCES**
 - (a) Accounts paid and invoices for payment** - To receive an accounts paid and invoices for payment statement.
 - (b) Income and Expenditure Report Month 3** - To consider the Income and Expenditure Report for Month 3 and accompanying notes.
- 10. MEMBERSHIP OF COMMITTEES**
To consider appointing additional members to sit on the following Committees:
 - Planning & Highways Committee (2 vacancies)
 - Environment & Services Committee (1 vacancy)
 - Finance & General Purposes Committee (3 vacancies)
 - Communications & Events Committee (2 vacancies)
- 11. CIVIC OFFICER APPOINTMENTS**
To consider the appointment of a Sergeant at Arms and two Mace Bearers.
- 12. MAYORAL APPOINTMENTS**
To receive an update on Mayoral appointments attended by the Mayor.
- 13. STANDING ORDERS AND FINANCIAL REGULATIONS**
To review and adopt Standing Orders and Financial Regulations for 2022/23. Please see supporting documents.
- 14. SCHEME OF DELEGATION AND TERMS OF REFERENCE**
To review and adopt the Scheme of Delegation and Terms of Reference for 2022/23. Please see supporting documents.
- 15. OLD PRIORY – HSHAZ FUNDING APPLICATION FOR A FEASIBILITY STUDY**
 - (a)** To review the terms of the HSHAZ funding agreement;
 - (b)** To accept and ratify the evaluation panel's (the Mayor, Chair of Finance and General Purposes Committee and the clerk) recommendations, with the Projects & Grants Officer acting as procurement lead.

16. YOUTH REPRESENTATION AND CONSULTATION

The Mayor and the Project & Grants Officer have attended a meeting with the Head teacher at Earl Mortimer College to discuss how best to involve their pupils in the democratic and civic sides of the Town Council. A meeting to discuss this further will be arranged for the beginning of the new school year.

17. INTERNAL AUDITOR APPOINTMENT

To consider the appointment of the Town Council’s internal auditor. The following quotes have been obtained:

<u>QUOTE</u>	<u>COST</u>	<u>DISCOUNT</u>	<u>NUMBER OF VISITS PER YEAR</u>
A	£790 inc. VAT	5% if appointed for a minimum period of 3 years	2
B	£780 inc. VAT		4
C	£600		2

18. PROCUREMENT

To nominate a procurement working group and delegate authority to evaluate tenders for footpath resurfacing on The Grange Open Space.

19. REPORTS

To receive update reports from:

- Representatives on outside bodies (verbal)
- Herefordshire Council Ward Members (text and verbal)

20. CONFIDENTIAL ITEMS

Certain items are expected to include the consideration of exempt information and the Full Council 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 certain matters, 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".

21. DATE OF NEXT MEETING

The next Town Council meeting will be held on Monday 26th September 2022 at 19:00 hours in the Council Chamber, 11 Corn Square, Leominster HR6 8YP.

LEOMINSTER TOWN COUNCIL

Minutes of the Leominster Town Council Meeting held on Monday 27th June 2022 commencing at 19:00 hours in the Council Chamber, 11 Corn Square, Leominster HR6 8YP.

MEMBERS PRESENT: Councillors Marsh (Mayor), Williams (Deputy Mayor) (19.15), Bartlett, Davies, Hanna, Jacquet, Murdoch, Norman, Smith-Winnard, Sutcliffe and Thomas.

OFFICERS PRESENT: Town Clerk, Democratic Services Officer.

24/22 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted by the Council for Cllr Herschy (Holiday) and Cllr Marshall (Prior Meeting).

25/22 DECLARATIONS OF INTEREST

No declarations of interest were made.

26/22 REQUESTS FOR DISPENSATIONS

No requests for dispensation had been received.

27/22 QUESTIONS FROM THE PUBLIC

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

28/22 END OF YEAR ACCOUNTS 2021/22

(a) **Annual Internal Audit Report** – Following confirmation that the Town Council administers two trusts (and is not the sole trustee), Council **RESOLVED** to accept the Annual Internal Audit Report.

(Proposed: Cllr Thomas, Seconded: Cllr Murdoch Unanimous).

(b) **Annual Governance Statement** – Council considered the Annual Governance Statement presented for 2021/22. Cllr Hanna suggested amending the second sentence in Box 5 (re insurance cover) to ‘at the moment the cover is rolled over annually but will be reviewed in 2022/23’. Following the amendment, Council **RESOLVED** to formally adopt the Annual Governance Statement for 2021/22.

(Proposed: Cllr Norman, Seconded: Cllr Davies Unanimous).

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

Cllr Williams arrived at 19.15 and was involved in subsequent votes.

(c) **Annual End of Year Accounts** – Council considered the 2021/22 End of Year accounts presented.

Council noted a 335% rise in total receipts (Box 3) and a decrease in other payments by 23% (Box 6). Cllr Murdoch thanked the Town Council's staff for keeping everything on track despite the difficulties over the past two years due to Covid-19.

Following a review of the accounts it was **RESOLVED** to formally approve the 2021/22 End of Year accounts.

(Proposed: Cllr Bartlett, Seconded: Cllr Thomas Unanimous).

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

29/22 MINUTES OF THE PREVIOUS MEETING

Council **RESOLVED** that the minutes of the Leominster Annual Town Council meeting held on 23rd May 2022 be agreed and signed as a correct record.

(Proposed: Cllr Smith-Winnard, Seconded: Cllr Williams Unanimous).

30/22 CLERK'S REPORT

(a)

- Leominster Festival – A letter has been received from Leominster Festival thanking the Town Council for their support during this year's events.
- Re-opening of Baschurch Railway Station - Baschurch Parish Council has organised a public meeting to seek support to re-open Baschurch railway station which is situated just north of Oswestry. The re-opening of the station will benefit Leominster residents travelling north of the town. The matter will be discussed at the next Planning & Highways Committee meeting on Monday 4th July 2022.

(b) **Personnel Sub-Committee to carry out the clerk's appraisal** – Council noted that the clerk's annual appraisal will be carried out by the Personnel Sub-Committee. The Personnel Sub-Committee consists of the Mayor and the chair of each Committee and the members will not be finalised until the election of the chair of the Communications & Events Committee on Tuesday 12th July 2022. The clerk will circulate an email to the Personnel Sub-Committee, after the Communications & Events Committee meeting, to arrange a date for the appraisal.

31/22 HEREFORDSHIRE COUNTY BID

Council **RESOLVED** that either the chair of the Communications & Events Committee (1st choice) or Cllr Thomas should represent Leominster Town Council on the Town Council panel that meets with the Herefordshire County BID board.

(Proposed: Cllr Sutcliffe, Seconded: Cllr Hanna Unanimous).

32/22 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) **Levelling Up Fund** – Council noted the update on the Constituency Levelling Up Fund Bids for North Herefordshire. Any bids need to be submitted by 6th July 2022. The clerk has submitted a request for a representative from the Town Council to sit on the Herefordshire Council project board.
- (b) **The Old Priory** – Council noted that due to short timescales there were no supplier proposals to consider at this stage.

33/22 DATE OF NEXT MEETING

Council noted that the next Town Council Meeting would be held on Monday 25th July 2022 commencing at 19:00 hours in the Council Chamber, 11 Corn Square, Leominster HR6 8YP.

There being no other business the Mayor thanked everyone for their attendance and closed the meeting at 19.52 hours.

MAYOR: _____ **DATE:** _____

Ward Councillor report Leominster North & Rural July 2022

Balfour Beatty update

June Fast Facts. 1,986 potholes repaired, 68 gullies cleaned, 109 fly tips removed, 37 out of hours call outs across the county. Just last week 77 potholes were repaired in this ward, mostly in Leysters and Little Hereford. 3 trees were pollarded on Millers Close footway last month and fly tipping removed.

Drain covers. Several have been removed in Brimfield and other parishes recently, spotted by the sharp eyes of the Parish lengthsman. They have now been replaced by Balfour but please be vigilant and report any suspicious activity right away to West Mercia Police. Quiet country lanes may be more vulnerable than the town to this rural crime.

Reporting. Please report potholes or fly tipping on the Council website or phone Balfour on 01432 261 800. Please don't wait for someone else to report defects and give the exact location if possible.

Mill Street. The heavy traffic and traffic speeds affect the quality of life of many residents. The A44 is regularly inspected but is in poor condition for a strategic A road, bumpy, uneven and made worse by ill-fitting manhole covers. A meeting with the Police takes place soon over speeding to see what can be done and I am keen for a SID to be installed, an effective reminder to drivers of the 30mph speed limit. I appreciate it needs Town Council and Balfour Beatty support but anything that helps reduce traffic speeds should be of some help. SIDS are already deployed in Brimfield and Kimbolton.

Population Census 2021

The 2021 Census gives the Herefordshire population figure. 187,100. There has been a slow rate of increase since 2011 of just 2%, compared with 6% nationally. The 65 plus age group is up by 24 % but the numbers under 15 have decreased by 4.3% (national increase 5%). This information is important for the Council in planning for future services. The concern is that the rise in older age groups will add to pressure on health services and adult social care, already absorbing a high percentage of the Council's budget.

Energy Rebate Scheme

This £150 scheme announced by the Government some months ago assists Band A to Band D Council taxpayers with the rising cost of living. 38,000 payments have been made to households who pay by direct debit. Those who don't will be able to apply to the Council from July and there are various options to support their claim. The deadline to apply is September 30th. A number of other schemes will be implemented in the autumn as rising gas, electricity and food bills put pressure on households. The Leominster Food Bank continues its important role in supporting families and regular contributions are made by a number of local villages.

Schools news

The summer term is ending with Herefordshire schools marginally out-performing the national average in primary schools SATS results. I wish success to students who have recently taken their A levels and GCSEs and await their results in August. It is a great credit to teachers and students in our local schools overcoming Covid interruptions and to have enjoyed a far more normal school year and their summer break is well deserved. This spell of very hot weather is the latest challenge but most schools have stayed open, taking reasonable precautions on shade, water and postponing sports days.

Children entitled to benefits related free school meals will receive food vouchers in the summer holiday. The voucher comes directly from the school. A holidays programme, Here for Herefordshire Holidays will be providing indoor and outdoor activities, benefiting many children.

Meanwhile 86 Ukrainian children have been welcomed into Herefordshire schools since late March, 35 in secondary schools. A safe haven from the terrible events in their own country.

Covid update

Covid infections have been rising almost everywhere in recent weeks. The week ending June 29th saw an 18% increase from the previous week although there are signs that the rate may start to slow, following the pattern of previous waves. There is pressure on the NHS but fortunately not the same level of illness or hospitalisations as in the midst of the pandemic.

Face masks are now worn by staff in NHS settings and they are asking all patients to do the same. There is no room for complacency but no one wants to see a return to restrictions. There will be another vaccination programme from September eligible to all those aged over 50, care workers and several other categories including the immuno-suppressed. The continued success of the vaccination programme has been a remarkable achievement.

Platinum Jubilee Weekend

The Jubilee weekend was much enjoyed across the country and it was good to see our towns and villages buzzing again with so many events and activities. Above all we were paying tribute to Her Majesty The Queen's 70 years of dedicated service. There were tea parties everywhere, picnic lunches, special church services, the Leominster Festival and lots of families enjoying Saturday June 4th on The Grange. England won a Test Match too! We are now in the Fetes season, with Brimfield's two weeks ago complete with Dog Show and Scarecrow competition. Little Hereford have their fete in August and Leysters will be celebrating the 25th anniversary of their Parish hall this weekend. It is good that everyone is meeting again and taking part in community life and we are no longer isolating like two years ago. I hope everyone enjoys August whatever the weather, home or away or in our wonderful Herefordshire countryside.

John Stone Leominster North and Rural 01584 711 227

Cllr Jenny Bartlett Leominster East Ward Members Report July 2022

Re-Governance task and finish group recommendations approved. Following the Annual Council meeting held in late May, Herefordshire Council operates under a revised governance framework. This extends and strengthens the scrutiny functions, offering greater opportunity for councillors and members of the public to take part in the development of council policy and the scrutiny of decision making in the council. The number of scrutiny committees has increased to five and new scrutiny web pages have been created on the council's website explaining the functions of the new committees and encouraging members of the public with knowledge and expertise to offer assistance with scrutiny activities: <https://www.herefordshire.gov.uk/council/scrutiny> Throughout June all councillors have been taking part in detailed scrutiny training delivered by CFGS (The Centre for Governance and Scrutiny).

Audit and Governance Committee. Following the May Annual Council Meeting I have now taken on the role of Vice Chair of the Audit and Governance Committee.

Ward member briefings and training. All councillors have now completed the mandatory Children's Safeguarding and Corporate Parenting refresher training. I have also attended briefings on the UK Shared Prosperity Fund and the Levelling Up bids, digital transformation programme, voluntary sector State of the Sector report, nutrient neutrality and the citizen's climate assembly work.

Leominster Market Town Summit

The latest business summit was held at Grange Court on 7th June and was attended by a number of businesses. This is a great opportunity for business owners to speak directly to senior officers and directors about issues and opportunities in the town. Updates were provided on Section 106 schemes, Phosphates in the Lugg Catchment area and the High Street Heritage Action Zone plans.

High Street Heritage Action Zone Public Consultation on the public realm in and around Corn Square. As well as the online consultation, paper copies were available from the TIC, the consultants held two in person market stalls and hosted a webinar. The public consultation has now closed and the results are being analysed, hopefully they will be available soon.

Core Strategy Local Plan Place Shaping Options Workshops. I have attended the all members workshop on the Place Shaping options for the county. A lively session with some well-made points about flooding, rurality, larger villages and affordable housing. The workshop has been repeated for all parish clerks and councillors. The planning team have been holding a number of road show events in the market towns and larger villages, including a stall on the Friday 1st July Leominster Market. The public consultation is open until 29th July and can be found here <https://consultations.herefordshire.gov.uk/consultations/article/79/local-plan-2021-41-place-shaping-consultation>

Despite the moratorium due to phosphates affecting house building within the Lugg Catchment area, the five-year land supply now stands at a healthy 6.19 years. This protects the county from planning applications being able to side step the core strategy plans, as used to happen regularly before 2019.

Big Night Out - Hereford Night Time Economy. Organised by the police, licensing, CCTV, security door staff and the Vennture street pastors. A chance to experience first-hand the way in which the night time economy is policed and regulated safely for everyone. Many of the issues such as noise play out across the market towns too. It was insightful to spend time in the CCTV control room in the city and watch what was happening in Leominster on a Saturday night.

Herefordshire Community Partnership. Health Watch, HVOSS and Talk Community have formed this partnership to support and promote the voluntary sector in the county. As well as practical advice the bi monthly forums at the Kindle Centre provide an opportunity to network with and hear from other community groups and charities. More information and dates of the next forums are on Health Watch website

<https://healthwatchherefordshire.co.uk/community-partnership>

Leominster summer time events. What a fantastic summer we have been having so far. Leominster Festival; the big thank you volunteers tea party; Anglo Saxon The Hoard at Leominster Community Centre; The Priory Fete; The Leominster Roars! Lion in Corn Square for the Leominster in Bloom judging day and Ivington Fete to name just a few of the great events I have attended over the last couple of months.