

Ross-on-Wye Town Council

Minutes of the meeting of the Full Council

held on Monday 11th January 2016 at 7.00pm

at The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

Present: Councillor C Gray – Chairman
Councillors C Bartrum, C Bennett, V Coker, P Cutter, N Gibbs, J Gren,
J Jennings, H Lerego, R Mayo, C Morgan, D Ravenscroft, J Roberts and C Utting

In attendance: Mrs S Robson - Town Clerk.

There were four members of the public and one member of the press present.

- 16/01 01 Apologies for Absence**
Councillor D Bedford – illness
Councillor H Bramer – work commitment
Councillor D Lister – work commitment

RESOLVED – to accept the apologies given

- 16/01 02 Declarations of Interest**
Councillor Cutter declared a DPI in Agenda Item no. 16/01 #12 – ‘Accounts for payment’ as there is a cheque payable to his business.

- 16/01 03 Dispensations**
None

- 16/01 04 Reports from County Councillors**
Members were informed that a follow up meeting has been arranged with residents from Kent Avenue to deal with traffic and transport issues. Other matters recently have included looking at a residents’ parking permit scheme and signage at Smallbrook Gardens.
Members were advised of a recent Planning Application for retail development at an existing site on Ledbury Road and concerns raised about the safety of children en route to school.
It was also reported that in respect of social services the number of children in care is rising.
There have been continuing complaints about pot holes, littering, fly tips and street lights.

- 16/01 05 Report from Ross Police**
No police report



16/01 06 Public Participation

Representatives from the Basement Youth Trust addressed Members and gave a report about their work which started in 1996 following a survey which identified a need for youth services in the town. The group now meets three nights every week providing free core activities for young people, numbers can reach up to fifty. The financial downturn meant that the Trust had to make cost savings which resulted in a difficult period. Their approach now is to apply for funds from smaller organisations across the county. The organisation has recently been recognised for its work as community champions in providing sustainable activities at the skate park.

7.22pm two members of the public left the meeting

One member of the public spoke about concerns of littering, pot holes and fly tips. He reported that in his view more litter picking needs to be carried out, drains need clearing and this isn't being done which in turn causes flooding. It was his opinion that the town needs cleaning up to improve it.

One member of the public spoke about a petition he has started to campaign against bus cuts in Herefordshire. The importance of keeping the service is vital to communities and he urged Members to sign the petition to preserve bus services especially in rural communities.

One Member spoke about the defibrillator on the Market House and advised other Members about the procedure to follow in the event it is needed.

7.35pm one member of the public left the meeting

16/01 07 To resolve to exclude members of the press and public

[Public Bodies \(Admission to Meetings\) Act 1960](#)

To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted.

Proposed: Councillor Gibbs
Unanimous

Seconded: Councillor Mayo

RESOLVED – that agenda item #16/01 18 'Commercial in Confidence and Staff in Confidence' be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

16/01 08 Full Council Meeting Minutes [Local Government Act 1972 schedule 12 para 41\(1\)](#)

To confirm and sign the minutes of the meeting of Full Council held on Monday 14th December 2015.



RESOLVED – that the minutes of the Full Council Meeting held on Monday 14th December 2015 be signed as a correct record.

- 16/01 09 Committees – To receive and note the minutes of the following meetings and approve any recommendations;**

Human Resources 8th December 2015

RESOLVED – to make recommendation to Full Council to approve the NEST Scheme for staff entitled to opt in to a pension under the Auto Enrolment provisions.

Planning & Development 15th December 2015

Finance 5th January 2016

Proposed: Councillor Cutter Seconded: Councillor Gibbs
Unanimous

RESOLVED – to receive and note the minutes and approve the recommendation as detailed.

- 16/01 10 Mayor's Report**
The Mayor reported that his diary had been quieter over the Christmas period, a number of engagements were attended including a service at Hereford Cathedral, the Christmas Carnival and helping with the Christmas lunch at the Larruperz Centre.

- 16/01 11 Finance– Income & Expenditure 2015/2016**
[Accounts and Audit Regulations 2011](#)
To review the budget information for the year to date.
Members agreed they liked the new style report and appreciated the format and the information which is clearer to understand.

RESOLVED – to receive and note the report.

- 16/01 12 Finance – Accounts for payment**
[Local Government Act 1972 s150 \(5\)](#)
To review and note items of expenditure received since the last meeting.

Proposer: Councillor Mayo Seconded: Councillor Morgan
For: 13 Abstention: 1

RESOLVED – to approve the accounts for payment.

- 16/01 13 Finance – Budget 2016/2017**
To approve recommendation from the Finance Committee to adopt the 2016/2017 budget and set the precept.
The Finance Committee chair thanked all the Members for their input into the work that has gone into the budget process. There was some



concern expressed about the increase in expenditure and recognition was made that this is due to the additional assets the Council has taken over.

Proposed: Councillor Gibbs
For: 13 Against: 1

Seconded: Councillor Cutter

RESOLVED – to approve the recommendation from the Finance Committee to set the 2016/2017 budget at £376,228.00 with a precept demand of £315,711.00.

7.50pm Councillor Gren left the meeting

16/01 14 Bus Service Nos. 33 & 40 – Hereford to Ross on Wye

To consider impact of the proposed reduction in financial assistance by Herefordshire Council and discuss whether to make a financial contribution towards the service.

It was recognised that information about passenger numbers was still unavailable and it was agreed that this was necessary to enable a discussion about the viability of the service be based on evidence. This is a County Council responsibility and there is little that the Town Council can do at present. There could be alternative means of providing mobility for local residents and this is something that could be looked at in consultation with other parishes.

It was agreed that this matter should be referred to the Planning & Development Committee to pursue further.

16/01 15 Notice of Motion from Councillor Chris Bartrum received on 22nd December 2015 that 'this Council notes that:

- on the 5th December 2015, the County Council Cabinet took the decision to recommend to Herefordshire Council that for 2016/17, it does not pass on to Parish Councils the full amount of Council Tax Reduction Scheme funding provided by the Government
- in 2013/14, 2014/15 and 2015/16 the County Council passed on this funding in full to Ross-on-Wye Town Council
- every Market Town in the County is to have this reduction phased in, except for Ross-on-Wye
- almost two thirds (63%) of respondents to Herefordshire Council's Budget Consultation thought that the County should continue to fund Town and Parish Councils (Executive Summary, Priorities and Budget Consultation 2016-2020)
- Ross-on-Wye Town Council received £23,386 in 2015/16 in Council Tax Reduction Grant



- £23,386 represents 9.11% of the Ross-on-Wye Town Council precept for 2015/16

this Council asserts that:

- This funding was intended by the Government to compensate Parish Councils for a reduction in their Council Tax Base
- This funding was in fact passed on quite properly by the County Council to Ross-on-Wye Town Council and all other Parish Councils in the three years 2013/14 – 2015/16
- There is therefore no justification for the County Council now intending to keep this money

Proposed: Councillor Bartrum

Seconded: Councillor Utting

A named vote was called for

For: Councillors Gibbs, Bennett, Coker, Bartrum, Utting, Roberts, Morgan, Lerego, Jennings, Ravenscroft and Grey (11)

Abstention: Councillors Mayo and Cutter (2) – Being County Councillors

RESOLVED – to approve the resolutions to:

- protest this decision in the strongest possible way, including writing to the Leader of Herefordshire Council and our MP
- contact other Parish Councils, working with the Herefordshire Association of Local Councils if possible, with a view to mounting a campaign to keep this money intended for Parish Councils, with Parish Councils
- contact all Herefordshire County Councillors, arguing our case and asking that they do not vote for this measure which takes money from the intended recipients – Parish Councils
- empower the Clerk to decide on the exact wording of all communications sent in connection with this motion, after discussion with the Mayor and Deputy Mayor

8.15pm one member of the public left the meeting

16/01 16 Representatives on Outside Bodies

To appoint a Council representative to the Namutumba Twinning Association.

Proposed: Councillor Roberts

Seconded: Councillor Bennett



Unanimous

RESOLVED – to appoint Councillor Jennings to be the Council’s representative to the Namutumba Twinning Association

16/01 17 Reports from official representatives on Outside Bodies

To receive reports from Councillors appointed to represent the Town Council on the following bodies:

i. Association of Ross Traders	Cllr C Bennett	No meeting
ii. Basement Youth Trust	Cllr C Bartrum	Report already given in Public Participation
iii. Betzdorf Twinning Association	Cllr C Morgan	Skittle evening and quiz night for fund raising are coming up shortly. Twinning Visit will take place 12-17 May
iv. Board of the Community Association	Cllrs C Gray, H Lerego	Nothing to report
v. Cinema Group	Cllr C Morgan	Reported dates for future programmes
vi. Condé Twinning Association	Cllr Dr J Roberts	Joint fund raising evening with Betzdorf Twinning Assoc. The French visitors will be arriving in April.
vii. Education Foundation	Cllr J Jennings	No meeting
viii. Friends of St Mary's	Cllr C Bartrum	Nothing to report
ix. HALC Executive Committee	Cllr D Ravenscroft	No meeting
x. HALC Southern Area Meeting	Cllrs D Ravenscroft, D Lister	No meeting
xi. Market Towns Forum	Cllrs D Ravenscroft, H Lerego, D Lister	No meeting
xii. Namutumba Twinning Association	Vacant	
xiii. Parochial Church Council	Cllr R Mayo	Meeting coming up
xiv. Ross Charity Trustees	Cllrs H Bramer, C Gray	No meeting
xv. Ross Fairtrade Group	Cllr C Bennett	Meeting coming up
xvi. Town Team	Cllrs Mayo, C Utting	Nothing to report
xvii. Walkers are Welcome	Cllr C Utting	Extension to the Buggy route is underway and a representative is going to the Tourism Association meeting.

16/01 18 In view of the confidential nature of the business to be transacted, it is likely that the press and public will be excluded during consideration of this item (Item 16/01 # 07 above refers)

Commercial in Confidence

To receive verbal update regarding the new leases on the Market House and the Old Chapel.

Members were appraised of the reasons for the delays in both leases being completed.



RESOLVED – to receive the information and note the report.

Staff in Confidence

Town Clerk

To discuss performance of the Town Clerk during her probationary period and consider whether to approve a permanent appointment.

RESOLVED – to unanimously confirm the successful outcome of the probationary period and confirm the Town Clerk’s appointment as permanent.

There being no further business the meeting closed at 8.30 pm

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Chairman

8/2/2016
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Date

Ross-on-Wye Town Council

Minutes of the meeting of the Full Council

held on Monday 8th February 2016 at 7.00pm

at The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

Present: Councillor C Gray – Chairman
Councillors C Bartrum, H Bramer, V Coker, P Cutter, N Gibbs,
H Lerego, D Lister, R Mayo, C Morgan, D Ravenscroft, J Roberts and C Utting

In attendance: Mrs S Robson - Town Clerk.

There were six members of the public and one member of the press present.

16/02 19 Apologies for Absence

Councillors D Bedford and J Jennings – illness

Councillor C Bennett - holiday

Councillor J Gren – family commitment

RESOLVED – to accept the apologies given

16/02 20 Declarations of Interest

Councillor Cutter declared a DPI in Agenda Item no. 16/02 #30 – ‘Accounts for payment’ as there is a cheque payable to his business.

Councillor Ravenscroft declared a DPI in Agenda Item no. 16/02 # 31i)

‘Finance – HALC Subscription’ being a personal friend of the CEO.

16/02 21 Dispensations

None

16/02 22 Reports from County Councillors

Members were updated on events since the fire at the Industrial Estate happened, the emergency services were thanked. Two businesses have been effected and one is looking for alternative accommodation, Herefordshire Council (HC) Property Dept. is assisting. A decision at HC meeting on Friday saw £60k allocated to local organisations for cultural activities i.e. libraries etc. A recent site visit in town has taken place with the Mayor to look at improving drainage and clearance measures in ditches and culverts, BBLP is involved. Progress is being made regarding issues in Kent Ave, a Traffic Regulation Order has been looked at as a result of complaints from locals about vehicular movements in this area. The end of High St/Wilton Road has now reopened and the wall has been cleared of vegetation and made safe after it was discovered there was a threat of part of it collapsing. Members were encouraged to report potholes on HC website to facilitate faster responses. The new LED street lighting is operational, work is taking place to adjust some of the lights’ angles and shrubbery cut back to improve lighting in some of the black spot areas. SHYPP has been represented at HC Full Council on Friday and the cabinet received a full report and it is hoped the service can be maintained.

16/02 23 Report from Ross Police

No police report

16/02 24 Public Participation

A representative of the Football Club/Cricket Club addressed Members about two issues, firstly the Clubs' concerns about the introduction of charges at Wilton Road car park. Saturday and Sunday mornings are very busy and the new charges are creating problems as this is used as an overflow car park when events and training are taking place at the Clubs. The Clubs want to encourage use of the facility and open space as a community asset for dog walkers, park walks and other events – they do not want to close their car park which could be designated as a private car park. It was suggested that a change in the charging period could be requested to charge between 08.00 – 17.30 so that it would be free during the evenings for those attending training sessions, also to lift restrictions for the weekend when matches and events take place. Secondly, Members were told the clubs need help, there is a lot to deal with in running the club. There are 650 members in both clubs from ages 4-80, it has been very successful to date but they now want more help. Members were urged to get involved with the Community Interest Company in particular they are looking for a new director. Recognition that sporting achievements cannot be sustained unless there is more help, revenue is shrinking, a lot of fund raising is needed.

7.20pm Councillor Morgan left the meeting due to responding to a 'call out'.

16/02 25 To resolve to exclude members of the press and public

[Public Bodies \(Admission to Meetings\) Act 1960](#)

To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted.

Proposed: Councillor Gibbs
Unanimous

Seconded: Councillor Lerego

RESOLVED – that agenda item #16/02 42 'Commercial in Confidence' be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

16/02 26 Full Council Meeting Minutes

[Local Government Act 1972 schedule 12 para 41\(1\)](#)

To confirm and sign the minutes of the meeting of Full Council held on Monday 11th January 2016.

RESOLVED – that the minutes of the Full Council Meeting held on Monday 11th January 2016 be signed as a correct record.

16/02 27 Committees – To receive and note the minutes of the following meetings and approve any recommendations;

Planning & Development Committee 12th January 2016

RESOLVED – to make no changes either to the [Planning Obligations \(Section 106\) Policy](#) or the list of potential projects for Section 106 expenditure

Management Committee 18th January 2016

Neighbourhood Plan Steering Group 21st January 2016

Open Spaces Committee 25th January 2016

Events Committee 1st February 2016

RESOLVED – to receive and note the minutes and approve the recommendation as detailed.

16/02 28 Mayor’s Report

The Mayor reported on a number of engagements recently attended including a visit to Ross Library with pupils from John Kyrle High School, RBL AGM in Hereford and the Ross branch annual lunch which was held locally.

16/02 29 Finance– Income & Expenditure 2015/2016

[Accounts and Audit Regulations 2011](#)

To review the budget information for the year to date.

RESOLVED – to receive and note the report.

16/02 30 Finance – Accounts for payment

[Local Government Act 1972 s150 \(5\)](#)

To review and note items of expenditure received since the last meeting.

Proposer: Councillor Mayo
Unanimous

Seconded: Councillor Cutter

RESOLVED – to approve the accounts for payment.

7.35pm Councillor Ravenscroft having declared a DPI left the meeting

7.35pm Three members of the public left the meeting.

16/02 31 Finance – to consider expenditure for the following;

- i) Herefordshire Association of Local Council subscription 2016/2017 – to consider renewal of Council’s annual subscription at a cost of £1984.18 plus vat.

Proposed: Councillor Bartrum

Being there was no seconder to the proposal the motion failed and therefore the Council will not be renewing its subscription with HALC in 2016/2017.

7.40pm Councillor Ravenscroft returned to the meeting.

ii) Old Chapel – to consider expenditure up to a maximum of £1200.00 plus vat for further works to be carried out to make good damage caused to the floors by damp.

Proposed: Councillor Gibbs
Unanimous

Seconded: Councillor Lister

RESOLVED – to approve expenditure up to a maximum of £1200.00 plus vat to undertake repairs to ‘Office 1’ in the Old Chapel to level the floor and install a Damp Proofing Membrane and make good.

16/02 32 Neighbourhood Plan

To receive verbal report from the Steering Group regarding the outcome of the invitation to bid to be the Council’s preferred Consultants and an update of progress to date.

The Members were updated by the Chairman of the Steering Group on progress since the last report in November. There is growing engagement with local interest groups which is encouraging. Following authorisation by the Council a number of consultants were approached, two bids were received and a presentation was given to the Group at its January meeting. A substantial majority approved one of the bids and Place Studio has been appointed. Further meetings are taking place to discuss and resolve a number of practical matters since being appointed. Good progress continues to be made.

RESOLVED – to receive and note the report.

16/02 33 Mayor’s Charity Account

To authorise the amendment of the Bank Mandate to update the signatories to the account.

Proposed: Councillor Cutter
Unanimous

Seconded: Councillor Lister

RESOLVED – to appoint the Mayor, Deputy Mayor and Town Clerk as authorised signatories to the Mayor’s Charity Account with any two to sign.

16/02 34 Events Committee

[Standing Order 4 d \(vii\)](#)

To receive recommendation from the Events Committee to appoint Cllr Caroline Bennett to be the Chairman of the Committee.

Proposed: Councillor Utting
Unanimous

Seconded: Councillor Mayo

RESOLVED – to appoint Councillor Caroline Bennett to be the Chairman of the Events Committee.

16/02 35 Mayor Making/Civic Service

To consider proposal to change arrangements for the Council's civic events with effect from 2016.

Members recognised these are difficult financial times and cuts to the civic budget were necessary. There were differences of opinion expressed about the need to have both a Mayor Making and a Civic Service. A proposal that would allow both to be retained was discussed, recognising that arrangements would be scaled down to suit the budget that could be used for both events.

Proposed: Councillor Ravenscroft
For: 10

Seconded: Councillor Bramer

Against: 2

RESOLVED – that the status quo remain allowing for both a Mayor Making and Civic Service to be held.

16/02 36 Ross on Wye Coat of Arms

To approve application for a Royal Licence to transfer use of the Ross on Wye Coat of Arms to the Town Council and authorise expenditure in the sum of £3150.00.

Proposed: Councillor Cutter

Seconded: Councillor Ravenscroft

For: 7

Against: 4

Abstention:1

RESOLVED – to approve the expenditure of £3150.00 from the Council's Earmark Reserve Capital Fund for the application to transfer use of the Ross on Wye Coat of Arms to the Town Council.

16/02 37 Herefordshire Council (HC) Consultation

To respond to invitation to HC in relation to identifying new sites for gypsies and travellers - deadline 14th February 2016.

It was considered that there are no sites within Ross that would be suitable or easily available. There are already a number of sites within the County that cater for the various groups of travellers and gypsies.

Proposed: Councillor Gibbs
Unanimous

Seconded: Councillor Ravenscroft

RESOLVED – to respond to Consultation and confirm the Town Council does not wish to propose any possible new sites within Ross on Wye.

16/02 38 Notice of Motion from Councillor Jane Roberts received on 14th January 2016 that ‘this Council notes that there have been no Herefordshire Councillor surgeries at Ross Library since the Herefordshire Council elections last May. We support the efforts of individual Town Councillors to re-instate this service to residents of the town’.

Members noted the previous County Councillor surgeries have ceased and as a response to requests from residents it was proposed that these be re-instated under the auspices of the Town Council. The Police are interested in being involved and working together with the Town Council. All Members are encouraged to take part and a weekly rota will be drawn up.

An amendment to the proposal was made to hold the surgeries in the Corn Exchange on a week day with the office arranging the rota with advertising through the local media.

Members felt the Library was a better location, a central place with a room that is suitable.

A vote was taken on the amended motion to vary the location and times.

Proposed: Councillor Mayo
For: 8 Against: 3 Abstention: 1
Seconded: Councillor Cutter

There was a vote on the substantive motion with amendments

Proposed: Councillor Mayo
For: 11 Against: 1
Seconded: Councillor Cutter

RESOLVED – that a centrally held rota managed by the office be drawn up for weekly surgeries to be held in either the Corn Exchange or the Library to involve those Councillors wishing to be included.

16/02 39 Representatives on Outside Bodies

To consider request from Ross Tourism Association to appoint a Member as an official representative.

Proposed: Councillor Mayo
Unanimous
Seconded: Councillor Lerego

RESOLVED – to appoint Councillor Gibbs to be the Council’s official representative on the Ross Tourism Association.

16/02 40 Reports from official representatives on Outside Bodies

To receive reports from Councillors appointed to represent the Town Council on the following bodies:

i. Association of Ross Traders	Cllr C Bennett	Not present
ii. Basement Youth Trust	Cllr C Bartrum	Nothing to report
iii. Betzdorf Twinning Association	Cllr C Morgan	Nothing to report
iv. Board of the Community Association	Cllrs C Gray, H Lerego	Everything going well
v. Cinema Group	Cllr C Morgan	Not present
vi. Condé Twinning Association	Cllr Dr J Roberts	Secretary of Group was present and wished to address members about correspondence
vii. Education Foundation	Cllr J Jennings	Not present
viii. Friends of St Mary's	Cllr C Bartrum	Nothing to report
ix. HALC Executive Committee	Cllr D Ravenscroft	Nothing to report
x. HALC Southern Area Meeting	Cllrs D Ravenscroft, D Lister	Nothing to report
xi. Market Towns Forum	Cllrs D Ravenscroft, H Lerego, D Lister	Peter Robinson was at last meeting to talk about HC Financial Planning. Other matters included CAB provision, results of HC public consultation, grant withdrawal.
xii. Namutumba Twinning Association	Cllr J Jennings	Not present
xiii. Parochial Church Council	Cllr R Mayo	Closed churchyard – thanks were recorded to Deputy Clerk for her work with the PCC in getting the gate post reinstated.
xiv. Ross Charity Trustees	Cllrs H Bramer, C Gray	No meeting
xv. Ross Fairtrade Group	Cllr C Bennett	Fairtrade fortnight is almost here, 6 th March special breakfasts – councillors invited.
xvi. Town Team	Cllrs Mayo, C Utting	Nothing to report
xvii. Walkers are Welcome	Cllr C Utting	The Walking Festival tickets for September are now available.

16/02 41 Correspondence for consideration and response

- i) Begbies Traynor – Action for Market Towns Alive T/A Towns Alive (In Creditors' Voluntary Liquidation)

8.50pm Standing Orders were suspended to allow the Secretary of the Conde Twinning Association to address Members.

Members were informed that 2018 will be the fortieth anniversary of the Twinning and a request was made for a budget to be allocated to provide a reception when the visit takes place in Ross.

8.52pm Councillor Bramer left the meeting

8.55pm Standing Orders were re-instated

8.55pm Councillor Bramer returned to the meeting and one member of the public left the meeting

- ii) Ross on Wye/Conde Twinning Association – Request for Council funding
- iii) St Michael’s Hospice – acknowledgement of £973.00 donation and thanks
- iv) Scope – notifications of house to house collection dates

Correspondence – Noted.

8.55pm It was agreed to extend the meeting to allow time for the remaining business to be transacted.

8.55pm the remaining members of the public and press left the meeting

16/02 42 In view of the confidential nature of the business to be transacted, it is likely that the press and public will be excluded during consideration of this item (Item 16/02 # 25 above refers)

Commercial in Confidence

To consider recommendations from the Open Spaces Committee.

i) Allotments - Allotment Tenancy Agreement

a) to recommend to Full Council that a Legal Agreement be drawn up with Tudorville Allotments Association for a five-year period with effect from 1st April 2016.

b) To confirm expenditure for legal fees to make arrangements to have the land registered.

Proposed: Councillor Mayo
Unanimous

Seconded: Councillor Gibbs

RESOLVED – to approve the recommendations from the Open Spaces Committee and authorise expenditure for legal fees. Councillors Cutter and Ravenscroft were authorised by Council to liaise with the Clerk to draft and make a Statutory Declaration in connection with the registration process.

ii) Crossfields – Renewal of Lease

a) to recommend to Full Council a new twenty-five-year lease be drawn up.

Proposed: Councillor Gibbs
For: 11 Against: 1

Seconded: Councillor Cutter

RESOLVED – to authorise negotiations in line with the recommendations from the Open Spaces Committee and agree Heads of Terms to be brought back to the next meeting for approval.

There being no further business the meeting closed at 9.10 pm

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Chairman

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Date

Ross-on-Wye Town Council

Minutes of the meeting of the Full Council

held on Monday 14th March 2016 at 7.00pm

at The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

Present: Councillor C Gray – Chairman
Councillors C Bartrum, C Bennett, D Bedford, H Bramer, V Coker, P Cutter,
N Gibbs, J Gren, J Hyde, H Lerego, D Lister, R Mayo, D Ravenscroft,
J Roberts and C Utting

In attendance: Mrs S Robson - Town Clerk.

There were two members of the public and one member of the press present.

16/03 43 Apologies for Absence
Councillor J Jennings –work commitment

RESOLVED – to accept the apologies given

16/03 44 Declarations of Interest
Councillor Cutter declared a DPI in Agenda Item no. 16/03 #54 – ‘Accounts for payment’ as there is a cheque payable to his business.
Councillor Coker declared a DPI in Agenda Item no. 16/03 #54 – ‘Accounts for payment’ as there is a cheque payable to her business.

16/03 45 Applications for Dispensations
None

16/03 46 Reports from County Councillors
Members were updated on progress of a number of issues including the traffic problems the residents from Kent Avenue are experiencing. Planning permission for the Old Chapel has been granted for the Change of Use. The impact of the fire on the industrial estate has resulted in the relocation into other premises by two businesses. Difficulties in the Alton Road/Waterside area means that residents are having problems as people are parking near junctions creating obstructions which are causing safety issues. Potholes are being repaired and hopefully improved weather conditions will speed up progress. There are measures being looked at to tackle issues of antisocial behaviour at the Railway Museum. Members were informed of recent Facebook postings and articles in the local newspaper where a biased opinion by a member of their staff has been given, clearly this is very disappointing. It is hoped to instigate a discussion with senior management at Balfour Beatty about outstanding problems, concerns have been expressed regarding the Contract but Members remain aware of the financial constraints.

16/03 47 Report from Ross Police
No police report



16/03 48 **Public Participation**
None

16/03 49 **To resolve to exclude members of the press and public**
[Public Bodies \(Admission to Meetings\) Act 1960](#)
To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted.

Proposed: Councillor Gibbs
Unanimous

Seconded: Councillor Bramer

RESOLVED – that agenda item #16/02 62 ‘Commercial in Confidence’ be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

16/03 50 **Full Council Meeting Minutes**
[Local Government Act 1972 schedule 12 para 41\(1\)](#)
To confirm and sign the minutes of the meeting of Full Council held on Monday 8th February 2016.

RESOLVED – that the minutes of the Full Council Meeting held on Monday 8th February 2016 be signed as a correct record.

16/03 51 **Committees – To receive and note the minutes of the following meetings and approve any recommendations;**

Planning & Development Committee 2nd February 2016

Planning & Development Committee 23rd February 2016

Neighbourhood Plan Steering Group 18th February 2016

Open Spaces Committee 22nd February 2016

Proposed: Councillor Cutter
For: 13 Against: 3

Seconded: Councillor Coker

RESOLVED – to approve further investigations into the installation of a barrier at the entrance to Red Meadow Car Park from Kyrle Street.

RESOLVED – approval to Full Council subject to some amendments to the proposed Heads of Terms for the Weather Station.

Human Resources Committee 8th March 2016

Proposed: Councillor Cutter
For: 15 Against: 1

Seconded: Councillor Bartrum

RESOLVED – to look at options for contracting out weekend amenities work and bring back fully costed proposals to the next meeting and to



recommend for approval to Full Council that authority be given to the Town Clerk for overtime to be worked by the Amenities Staff at a flat rate to cover weekend work if necessary.

Finance Committee

10th March 2016

RESOLVED – to receive and note the minutes and approve the recommendations as detailed.

- 16/03 52 **Mayor’s Report**
The Mayor reported on a number of engagements recently attended including the Pancake Day Races, Coleford Town Council Annual Ball, two civic services and the raising of the Commonwealth Flag in the Market Square.

- 16/03 53 **Finance– Income & Expenditure 2015/2016**
[Accounts and Audit Regulations 2011](#)
To review the budget information for the year to date.

RESOLVED – to receive and note the report.

- 16/03 54 **Finance – Accounts for payment**
[Local Government Act 1972 s150 \(5\)](#)
To review and approve items of expenditure received since the last meeting.

Proposer: Councillor Bartrum
Unanimous

Seconded: Councillor Mayo

RESOLVED – to approve the accounts for payment.

- 16/03 55 **Finance**
[Financial Regulations 2.2](#)
To receive a verbal report from the Council’s Verifier to confirm verification of bank reconciliations.

It was reported that the examination had taken place and everything was in order.

RESOLVED – to receive and note the report

- 16/03 56 **Neighbourhood Plan**
To receive a verbal update on progress since the last meeting.

The Members were updated by the Chairman of the Steering Group on progress since the last report, the Contractors have been very active engaging with partners in the town and innovative and creative in their actions. The website should soon be available which will be used for the consultation process. The next Steering Group meeting will be on Thursday 17th March 2016 and Members were encouraged to attend.

RESOLVED – to receive and note the report



8.00pm One member of the public left the meeting

16/03 57 Committee Structure

To consider report outlining proposed new committee structure for adoption with effect from May 2016.

The Chairman led on the debate about the importance of making changes to the committee structure. Members recognised committees must be able to do their work and the many benefits of delegating authority to committees. There were concerns raised about the committees being too large if the numbers weren't capped but it was also understood that the committees needed to be able to function and to ensure they remained quorate.

Proposer: Councillor Gren
Unanimous

Seconded: Councillor Bramer

RESOLVED – to approve the proposed new committee structure with a cap of 5 Members plus two ex-officio Members (Mayor and Deputy Mayor who would not be appointed committee members) and that substitute members are available to be appointed to each committee by the Member who is absent.

8.05pm Councillor Bedford left the meeting

16/03 58 Queen's 90th Birthday Celebrations

To consider taking part in the Queen's 90th Birthday Beacons' Event on Thursday 21st April 2016.

Members were advised that a time would be allocated upon registration, further details would follow in due course.

Proposer: Councillor Gibbs
Unanimous

Seconded: Councillor Mayo

RESOLVED – to participate in the national event 'the Queens' 90th Birthday Beacons'.

8.15pm Councillor Bramer left the meeting

8.18pm Councillor Bramer returned to the meeting

16/03 59 Representatives on Outside Bodies

To consider request from Ross on Wye Sports Club to appoint a Member as an official representative.



Proposed: Councillor Bramer
Unanimous

Seconded: Councillor Bennett

RESOLVED – to appoint Councillors Lerego and Lister to be the Council’s official representatives for the Ross on Wye Sports Club.

16/03 60 Reports from official representatives on Outside Bodies

To receive reports from Councillors appointed to represent the Town Council on the following bodies:

i. Association of Ross Traders	Cllr C Bennett	AGM, well attended, new chairman presentation, lobbying group now rather than events led – change in constitution
ii. Basement Youth Trust	Cllr C Bartrum	Nothing to report
iii. Betzdorf Twinning Association	Cllr C Morgan	Not Present
iv. Board of the Community Association	Cllrs C Gray, H Lerego	Making great progress with redecoration, look at fee structure in the future, presentation about employer/employee relations
v. Cinema Group	Cllr C Morgan	Not present
vi. Condé Twinning Association	Cllr Dr J Roberts	Arrangements for the visit are well in hand, a dinner dance in April is being held.
vii. Education Foundation	Cllr J Jennings	Not present
viii. Friends of St Mary's	Cllr C Bartrum	Nothing to report but looking for new members to join the 'Friends'
ix. HALC Executive Committee	Cllr D Ravenscroft	Last meeting 16 th March
x. HALC Southern Area Meeting	Cllrs D Ravenscroft, D Lister	Nothing to report
xi. Market Towns Forum	Cllrs D Ravenscroft, H Lerego, D Lister	Forthcoming meeting
xii. Namutumba Twinning Association	Cllr J Jennings	Not present
xiii. Parochial Church Council	Cllr R Mayo	Nothing to report
xiv. Ross Charity Trustees	Cllrs H Bramer, C Gray	No meeting
xv. Ross Fairtrade Group	Cllr C Bennett	Fairtrade fortnight breakfasts supporting farmers in the UK and abroad – well supported
xvi. Ross Tourism Association	Cllr N Gibbs	Two meetings held, discussion about setting up the Tourist Information Sites
xvii. Town Team	Cllrs Mayo, C Utting	Process institutes to enable projects to apply for funding
xviii. Walkers are Welcome	Cllr C Utting	Nothing to report

RESOLVED – to receive and note the reports.

16/03 61 Correspondence for consideration and response.

- i) Herefordshire Council (Lady Darnley – Lord Lieutenant and Cllr Wilcox - Chairman) an invitation to attend an Open Day at Hereford Archive and Record Centre.
- ii) Ross on Wye Sports Club – invitation to Open Day on 2nd April.



Noted

16/03 62 In view of the confidential nature of the business to be transacted, it is likely that the press and public will be excluded during consideration of this item (Item 16/03 # 49 above refers)

Commercial in Confidence

To receive a verbal report on outstanding leases in relation to the following;

Market House
Old Chapel
Crossfields – Ross Tennis Club
Allotments
Weather Station

Members were appraised of the status of the leases and that little progress has been made.

There being no further business the meeting closed at 8.30pm


.....
Chairman

11 April 2016
.....
Date

Ross-on-Wye Town Council

Minutes of the meeting of the Full Council

held on Monday 11th April 2016 at 7.00pm

at The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

Present: Councillor C Gray – Chairman
Councillors C Bartrum, C Bennett, H Bramer, V Coker, P Cutter,
J Hyde, H Lerego, D Lister, C Morgan, D Ravenscroft
and C Utting

In attendance: Mrs S Robson - Town Clerk.

There were three members of the public and two members of the press present.

- 16/04 63 Apologies for Absence**
Councillors J Gren and J Roberts – work commitment
Councillor D Bedford and R Mayo - Illness
Councillor N Gibbs – holiday
Councillor J Jennings – family commitment

RESOLVED – to accept the apologies given

- 16/04 64 Declarations of Interest**
Councillor Cutter declared a DPI in Agenda Item no. 16/04 #74 – ‘Accounts for payment’ as there is a cheque payable to his business.
Councillors Ravenscroft and Lister declared a NPI in Agenda Item no. 16/04 #76 ‘Applications for Grants’– being on the committee for Ross Lions.

- 16/04 65 Applications for Dispensations**
None

- 16/04 66 Reports from County Councillors**
Members were informed of a meeting that had taken place between all the local county councillors with BBLP about issues of concern in Ross. The purpose was an effort to resolve long standing matters including litter, road issues including surfacing and pot holes and arrangements for absence cover amongst others. There are also some traffic enforcement issues that are being progressed too and investigations into improved traffic management at key sites. There was also an update regarding a village green application in Willow Brook, Greytree which had been refused by the Planning Inspector.

7.10pm Councillor Bramer apologised for arriving later due to traffic problems.



16/04 67 Report from Ross Police
PCSO Paul Davies updated Members following a number of recent town burglaries, three arrests have been made which will result in custodial sentences. It was also reported that anti-social behaviour with speeding motorists in the skate park and Homs Road car park is being tackled. Questions were asked by Members about other issues including Blake Gardens and a report of a car driving erratically around town. Police are being pro-active in responding to these issues.

16/04 68 Public Participation
A representative from Made in Ross gave a report to Members about developments at the Market House. A breakdown of sales was circulated and also it was noted that records of footfall indicate a total of over twelve thousand visitors to date, with the weekends being the busiest time and Thursday being a quiet day. Records are also available about visitors coming to ask for tourism information. The collective is run by a management committee with post holders appointed, they meet about every two or three weeks. Marketing and publicity are key at the moment and there is a drive to improve footfall and encourage more visitors, a website is a new initiative which is hoped will raise the profile and new signage is also proposed. There will be an exhibition in June with a local accomplished artist who is also a former mayor, the Councillors will be invited in due course. The BBC will be filming at the Market House this week as part of a wider initiative for the Hereford 'City of Culture' bid.

16/04 69 To resolve to exclude members of the press and public
[Public Bodies \(Admission to Meetings\) Act 1960](#)
To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted.

Proposed: Councillor Hyde
Unanimous

Seconded: Councillor Bartrum

RESOLVED – that agenda item #16/02 83 'Commercial in Confidence' be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

16/04 70 Full Council Meeting Minutes
[Local Government Act 1972 schedule 12 para 41\(1\)](#)
To confirm and sign the minutes of the meeting of Full Council held on Monday 14th March 2016.

7.25pm three members of the public left the meeting

RESOLVED – that the minutes of the Full Council Meeting held on Monday 14th March 2016 be signed as a correct record.



16/04 71 Committees – To receive and note the minutes of the following meetings and approve any recommendations;

Planning & Development Committee 15th March 2016

Planning & Development Committee 5th April 2016

Neighbourhood Plan Steering Group 17th March 2016 - withdrawn as minutes were not available.

Management Committee 21st March 2016

Open Spaces Committee 29th March 2016

Events Committee 5th April 2016 – withdrawn as minutes were not available

Proposed: Councillor Cutter Unanimous
Seconded: Councillor Bennett

RESOLVED – to receive and note the minutes of the committee meetings.

16/04 72 Mayor’s Report

The Mayor reported on a number of engagements he had attended, including the installation of the High Sheriff in Hereford and the Conde Twinning dinner and dance at the weekend. He was pleased with the evening of the Mayor’s Ball but at the moment the amount of funds raised is still unknown.

16/04 73 Finance– Income & Expenditure 2015/2016

[Accounts and Audit Regulations 2011](#)

To review the budget information for the year to date.

RESOLVED – to receive and note the report.

16/04 74 Finance – Accounts for payment

[Local Government Act 1972 s150 \(5\)](#)

To review and approve items of expenditure received since the last meeting.

Proposer: Councillor Morgan Unanimous
Seconded: Councillor Lerego

RESOLVED – to approve the accounts for payment.

16/04 75 Finance

To review and confirm schedule of payments for 4th quarter for Direct Debits, BACS payments and manual cheques.

Proposed: Councillor Bartrum Unanimous
Seconded: Councillor Coker

RESOLVED – to receive and note the report.



7.35pm Councillors Ravenscroft and Lister left the meeting having declared an Interest.

16/04 76 Finance

(Item deferred from Finance Committee meeting held on 10th March 2016 as the meeting was inquorate for this item)

Applications for Grants

To consider the following application for a grant;

- Ross on Wye Beer & Cider Festival – request for £750.00 for the purchase of glasses for the event

Proposed: Councillor Utting

Seconded: Councillor Bartrum

For: 7 Against: 1 Abstention: 2

RESOLVED – to approve a grant in the sum of £750.00 to Ross on Wye Beer & Cider Festival from the 2015/2016 grants budget.

7.40pm Councillor Ravenscroft and Lister returned to the meeting.

16/04 77 Finance

To consider expenditure for the purchase of 'Past Mayor' Badge at a cost of £310.06 plus vat and for an additional bar a further cost of £92.42 plus vat.

Members were informed that the price would drop if an order for a larger quantity were made. It was reported that in previous years some mayors had bought their own badge although this was not always the case as invoices had also been presented to Council for payment from the regalia budget.

There was no proposer for the motion and it therefore failed.

16/04 78 Standing Orders

To consider and approve recommendation to amend the Council's Standing Orders to reflect recent resolution to change the committee structure, the appointment of committee substitutes and other minor amendments.

It was agreed to accept that in line with the Council's Standing Orders the proposed motion shall stand adjourned until the next meeting of the Council due to be held in May.

Proposed: Councillor Bennett
Unanimous

Seconded: Councillor Lerego

RESOLVED – that the proposed amendments to the Council's Standing Orders shall stand adjourned and subject to approval become effective from 9th May 2016 following the Annual Meeting of the Town Council.



16/04 79 Scheme of Delegation and Terms of Reference

To approve a policy document setting out the terms of reference for the Council’s new committee structure and details of delegated authority and accepted internal policy of the Council.

Members agreed to defer this item subject to acceptance of the Standing Orders at the May meeting.

16/04 80 Social Media Policy

To consider the draft proposal for the introduction of guidelines regarding the use of social media sites.

It was proposed to defer this to the Management Committee.

Proposed: Councillor Ravenscroft
Unanimous

Seconded: Councillor Morgan

RESOLVED – to defer this to the Management Committee for discussion.

16/04 81 Reports from official representatives on Outside Bodies

To receive reports from Councillors appointed to represent the Town Council on the following bodies:

7.55pm One member of the public re-joined the meeting

i. Association of Ross Traders	Cllr C Bennett	No meeting
ii. Basement Youth Trust	Cllr C Bartrum	Good work is continuing
iii. Betzdorf Twinning Association	Cllr C Morgan	Nothing to report
iv. Board of the Community Association	Cllrs C Gray, H Lerego	Nothing to report
v. Cinema Group	Cllr C Morgan	Nothing to report
vi. Condé Twinning Association	Cllr Dr J Roberts	The dinner dance in April and visit was well received and supported by those attending.
vii. Education Foundation	Cllr J Jennings	Not present
viii. Friends of St Mary's	Cllr C Bartrum	No meeting
ix. HALC Executive Committee	Cllr D Ravenscroft	Meeting on 16 th March discussed hosting websites, feedback on neighbourhood planning, grants for compliance with the new transparency code, lobbying for the standards committee to have more powers, new homes bonus
x. HALC Southern Area Meeting	Cllrs D Ravenscroft, D Lister	Nothing to report
xi. Market Towns Forum	Cllrs D Ravenscroft, H Lerego, D Lister	Meeting on 23 rd March, discussed S106 and CIL funding which will allow more flexibility, potential closure of the CAB in Herefordshire
xii. Namutumba Twinning Association	Cllr J Jennings	Not present
xiii. Parochial Church Council	Cllr R Mayo	Not present
xiv. Ross Charity Trustees	Cllrs H Bramer, C Gray	No meeting
xv. Ross Fairtrade Group	Cllr C Bennett	No meeting
xvi. Ross Sports Club	Cllr H Lerego, D Lister	Successful open day in April showing the updated facilities, difficulties with car parking charges
xvii. Ross Tourism Association	Cllr N Gibbs	Diary leaflets advertising events have been distributed.
xviii. Town Team	Cllrs Mayo,	Process for bidding for funding for town projects

	C Utting	
xix. Walkers are Welcome	Cllr C Utting	Tickets for the walking festival in September are going well.

RESOLVED – to receive and note the reports.

16/04 82 Correspondence for consideration and response.

i) Ride across Britain

Members were informed this event would be passing through Ross on Wye on Monday 12th September 2016

Noted

ii) Ross & District Branch Labour Party

The Chairman advised that due to the lateness of the request to Council it had not been possible to discuss the question of polling cards for the by-election. A number of Members were informally approached and there was unanimous agreement that due to the high cost this would not be pursued.

RESOLVED – to write to the author to lay out the circumstances. Members wished to convey the fact that election literature was put out by the parties represented by the three candidates, there were also articles in the local paper and a lot of information on social media which should have ensured there was more than adequate publicity for the election.

iii) Kent Avenue Residents

Members were informed of BBLP' s proposal to change traffic configuration to make improvements to traffic flow and safety for residents and pedestrians in this location.

RESOLVED – to write a letter of support in favour of the scheme

8.20pm Members of the press and public left the meeting



16/04 83 In view of the confidential nature of the business to be transacted, it is likely that the press and public will be excluded during consideration of this item (Item 16/04 # 69 above refers)

Commercial in Confidence

To receive a verbal report on outstanding leases in relation to the following;

Market House
Old Chapel
Crossfields – Ross Tennis Club
Allotments
Weather Station

Members were appraised of the status of the leases.

RESOLVED – to receive and note the report

There being no further business the meeting closed at 8.25pm


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Chairman


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Date