

# Ross-on-Wye Town Council

## Minutes of the meeting of the Full Council

held on Monday 9<sup>th</sup> May 2016 at 7.00pm

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

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

In attendance: Mrs S Robson - Town Clerk, Mrs R Lewis – Deputy Town Clerk  
and Mrs J Skelton – Office Administrator

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

Councillor Gray, the outgoing Mayor thanked the Councillors for their support also Councillor Ravenscroft his Deputy, the staff and his Mayoress Mrs Gray.

### 16/05 84 Election of Mayor (Chairman of the Council) and Acceptance of Office

[Local Government Act 1972 S14 \(1\), 15 \(1&2\), 33 \(1\) and 34 \(1&2\)](#)

Councillor Ravenscroft was nominated and accepted the nomination of Chairman of the Council and Mayor.

Proposed: Councillor Gray  
Unanimous

Seconded: Councillor Mayo

**RESOLVED – that Councillor David Ravenscroft be elected Chairman of the Council and Mayor, unless he resigns or becomes disqualified and shall continue in office and preside at the Annual Meeting until his successor is elected at the next Annual Meeting of the Council.**

Councillor Ravenscroft took over chairing the meeting from Councillor Gray.

The Mayor signed the Declaration of Acceptance of Office and it was witnessed by the Town Clerk.

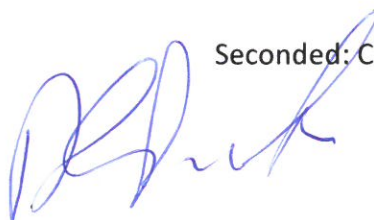
### 16/05 85 Election of Deputy Mayor

The Chairman invited nominations and took the vote in the order they were received.

Councillor Gibbs was nominated and accepted the nomination as Vice Chairman of the Council and Deputy Mayor.

Proposed: Councillor Gray  
For: 9

Seconded: Councillor Lerego



Councillor Morgan was nominated and accepted the nomination as Vice Chairman of the Council and Deputy Mayor

Proposed: Councillor Bartrum  
For: 8      Abstention: 1

Seconded: Councillor Utting

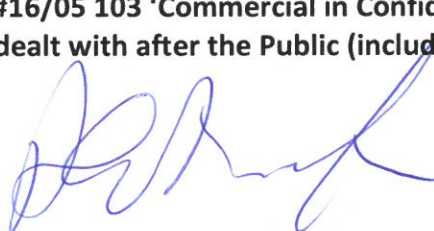
**RESOLVED – that Councillor Nigel Gibbs be elected as Deputy Mayor and Vice Chairman of Ross-on-Wye Town Council unless he resigns or becomes disqualified and shall hold the office until immediately after the election of the Chairman of the Council at the next Annual Meeting of the Council.**

- 16/05      86      Mayor’s Announcements**  
Councillor Ravenscroft thanked the Council for electing him, Members were informed he had not yet decided on the charities he would like to support during his term of office but that he would announce it at the Mayor Making which will be taking place in the Larruperz on Monday 6<sup>th</sup> June 2016.
- 16/05      87      Apologies for Absence**  
All Members were present
- 16/05      88      Declarations of Interest**  
Councillor Cutter declared a DPI in Agenda Item no. 16/05 #101 ‘Accounts for payment’ as there is a cheque payable to his business.  
Councillor Utting declared NPI in Agenda Item no. 16/05 #102 ‘Correspondence’ being related to the correspondent.  
Councillor Coker declared a DPI in Agenda Item no. 16/05 #101 ‘Accounts for payment’ as there is a cheque payable to her business.
- 16/05      89      Applications for Dispensations**  
None  
Members were reminded to update their Register of Interests as soon as changes occurred.
- 16/05      90      Public Participation**  
None
- 16/05      91      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 Mayo  
Unanimous

Seconded: Councillor Hyde

**RESOLVED – that agenda item #16/05 103 ‘Commercial in Confidence’ be treated as confidential and be dealt with after the Public (including the Press) have been excluded.**



16/05 92

**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 11<sup>th</sup> April 2016.

**RESOLVED – that the minutes of the Full Council Meeting held on Monday 11<sup>th</sup> April 2016 be signed as a correct record.**

16/05 93

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

Neighbourhood Plan Steering Group 17<sup>th</sup> March 2016.

Neighbourhood Plan Steering Group 21<sup>st</sup> April 2016 - withdrawn as minutes were not available.

Events Committee 5<sup>th</sup> April 2016

Events Committee 18<sup>th</sup> April 2016

Open Spaces Committee 25<sup>th</sup> April 2016

**RESOLVED - to obtain a third quote and that delegated authority be given to the Clerk to make a recommendation to Full Council for authority to spend from the EMR account from the Amenities Contingency.**

Planning & Development Committee 26<sup>th</sup> April 2016

Proposed: Councillor Mayo  
Unanimous

Seconded: Councillor Lister

**RESOLVED – to accept the lowest quote for the fencing for the Deanhill Play area from Steelway Fensecure Ltd and authorise expenditure of £3342.50 plus vat from the Amenities Contingency Earmark Reserve Account.**

16/05 94

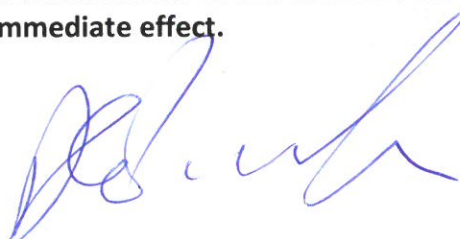
**Motion that stood adjourned from meeting of 11<sup>th</sup> April 2016 (16/04#78) from the Town Clerk to amend the Council's Standing Orders.**

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.

Proposed: Councillor Mayo  
Unanimous

Seconded: Councillor Gibbs

**RESOLVED – that the proposed amendments to the Council's Standing Orders be approved and accepted with immediate effect.**



- 16/05 95 Motion that stood adjourned from meeting of 11<sup>th</sup> April 2016 (16/04#79) from the Town Clerk to introduce a 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.

Proposed: Councillor Cutter  
Unanimous

Seconded: Councillor Hyde

**RESOLVED – that the proposed Scheme of Delegation and Terms of Reference be adopted with immediate effect.**

**16/05 96 Committee Membership**

To receive nominations for appointments to Committees, Sub Committees and Panels and to appoint chairmen

• **Finance and Personnel Committee**

**RESOLVED – that Councillors Bartrum, Bramer, Cutter, Gren and Roberts be appointed to the Finance & Personnel Committee**

• **Policy and Management Committee**

**RESOLVED – that Councillors Bartrum, Bramer, Cutter, Mayo and Utting be appointed to the Policy & Management Committee**

• **Amenities Committee**

**RESOLVED – that Councillors Bennet, Coker, Lerego, Lister and Mayo be appointed to the Amenities Committee**

• **Events Committee**

**RESOLVED – that Councillors Bennett, Hyde, Lerego, Lister and Mayo be appointed to the Events Committee**

• **Planning & Development Committee**

**RESOLVED – that Councillors Bartrum, Gray, Jennings, Lister and Utting be appointed to the Planning & Development Committee**

In accordance with the Council's Standing Orders nominations were then taken for chairmen to be appointed to the Standing Committees



• **Finance and Personnel Committee**

Councillors Gren and Roberts were nominated for Chairman of the Finance & Policy Committee on being put to the vote it was recorded that;

Councillor Roberts: For 8

Councillor Gren: For 9 Abstention: 1

**RESOLVED – to appoint Councillor Gren as Chairman of the Finance & Policy Committee**

• **Policy and Management Committee**

Councillors Bartrum and Bramer were nominated for Chairman of the Policy & Management Committee on being put to the vote it was recorded that;

Councillor Bartrum: For 8

Councillor Bramer For: 9 Abstention: 1

**RESOLVED – to appoint Councillor Bramer as Chairman of the Policy & Management Committee**

• **Amenities Committee**

Councillor Mayo was nominated for Chairman of the Amenities Committee on being put to the vote it was unanimous.

**RESOLVED – to appoint Councillor Mayo as Chairman of the Amenities Committee**

• **Events Committee**

Councillor Lerego was nominated for Chairman of the Events Committee on being put to the vote it was unanimous

**RESOLVED – to appoint Councillor Lerego as Chairman of the Events Committee**

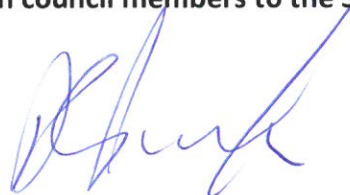
• **Planning & Development Committee**

Councillor Lister was nominated for Chairman of the Planning & Development Committee on being put to the vote it was unanimous

**RESOLVED – to appoint Councillor Lister as Chairman of the Planning & Development Committee**

• **Markets Sub Committee**

**RESOLVED – that Councillors Bennett and Mayo be appointed to the Markets Sub Committee with authority to appoint non council members to the Sub Committee.**



• **Neighbourhood Planning Sub Committee**

**RESOLVED – Councillors Utting, Roberts, Bartrum and Cutter be appointed to the Neighbourhood Planning Sub Committee with authority to appoint non council members to the Sub Committee.**

• **Personnel Appeals Panel**

**RESOLVED – that Councillors Bramer, Roberts, Cutter, Gren and Grey be appointed with agreement that should the Panel need to meet three Members would be chosen from the five appointed.**

**16/05 97 Official Representatives on Outside Bodies**

Review of representation on or work with external bodies and arrangements for reporting back.

i. Association of Ross Traders	Cllr C Bennett
ii. Basement Youth Trust	Cllr C Bartrum
iii. Betzdorf Twinning Association	Cllr P Cutter
iv. Board of the Community Association (Larruperz)	Cllrs C Gray, P Cutter
v. Cinema Group	Cllr J Hyde
vi. Condé Twinning Association	Cllr Dr J Roberts
vii. Education Foundation	Cllr H Lerego
viii. Friends of St Mary's	Cllr C Bartrum
xi. Market Towns Forum	Cllrs D Ravenscroft, D Lister
xii. Namutumba Twinning Association	Cllr J Jennings
xiii. Parochial Church Council	Cllr R Mayo
xiv. Ross Charity Trustees	Cllrs C Gray, P Cutter
xv. Ross Fairtrade Group	Cllr C Bennett
xvi. Ross Sports Club	Cllr H Lerego, D Lister
xvii. Ross Tourism Association	Cllr N Gibbs
xviii. Town Team	Cllrs C Utting
xix. Walkers are Welcome	Cllr C Utting

**RESOLVED – to unanimously approve the appointed representatives to outside bodies.**

**16/05 98 Meetings**

To approve the schedule of meeting dates for 2016/2017

There was an amended proposal to revert the Planning Committee meetings to three weekly rather than the monthly meetings as proposed in the schedule. It was recognised that an extension could be given by the Local Planning Authority and it was considered that the proposed schedule would be a better use of staff resources.

The vote was taken on the amendment to the original motion.

Proposed: Councillor Bartrum

Seconded: Councillor Lister

For : 8    Against: 9    Abstention: 1  
Motion Failed

The vote was taken on the substantive motion to approve the schedule of meeting dates as circulated.

Proposed: Councillor Cutter  
For: 8 Against: 8 Abstentions: 2

Seconder: Councillor Mayo

The Chairman had the casting vote and voted in favour of keeping the proposed schedule which could be reviewed in time to ensure it meets the needs of the Council.

Motion passed.

8.10 pm Councillor Lerego left the meeting as she was unwell

**16/05 99 Finance – Bank Mandates**

Cheque Signatories to be confirmed with authority for Councillors Ravenscroft, Utting, Bartrum, Gibbs, Mayo and Gray to act as signatories, with any two councillors to sign.

Proposed: Councillor Cutter  
Unanimous

Seconder: Councillor Lister

**RESOLVED – to confirm authority for Councillors Ravenscroft, Utting, Bartrum, Gibbs, Mayo and Gray to act as signatories, with any two to sign.**

8.12pm Councillors Bartrum & Bedford left the meeting

**16/05 100 Finance – Internal Auditor**

To consider the re- appointment of the Council’s Internal Auditor and agree terms of reference.

Proposed: Councillor Cutter  
Unanimous

Seconded: Councillor Morgan

**RESOLVED – to appoint Mr. R Williams to be the Council’s Internal Auditor for 2016/2017 at an hourly rate of £30.00 and to note and acknowledge the assertion that Mr. Williams is independent of the Council. The scope of work approved will include reviewing the previous internal audit reports, book keeping practices, protocols and arrangements for standing orders and financial regulations, risk management arrangements, budgetary controls, income controls, petty cash procedures, payroll controls, asset controls, bank reconciliations and year end procedures.**

**16/05 101 Finance – Accounts for payment**

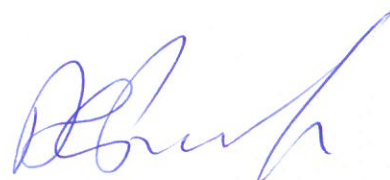
[Local Government Act 1972 s150 \(5\)](#)

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

Proposed: Councillor Mayo  
For: 14 Abstention: 1

Seconded: Councillor Hyde

**RESOLVED – to approve the accounts for payment.**



**16/05 102 Correspondence for consideration and response.**

- i) Freedom Of Information Request – Mr J Utting (for information only)

The Clerk informed Members the response had been sent within the statutory time period and that approval from the former Chairman, Councillor Gray and Councillor Gibbs, being the former chairman of the Finance Committee had been sought.

**Noted**

8.16pm Members of the press and public left the meeting

**16/05 103 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 16/05 # 91 above refers)**

**Commercial in Confidence**

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

**Market House**

Members were updated that the draft Licence to Occupy for the Market House had been approved and that final arrangements are in hand for the Lease to be signed.

**Old Chapel**

It was agreed that a period of fourteen days would be allowed for the proposed tenant to give the required undertaking of costs and if this was not received then the Council's Agent would be asked to re-market the property.

**Allotments**

Nothing to report

**Weather Station**

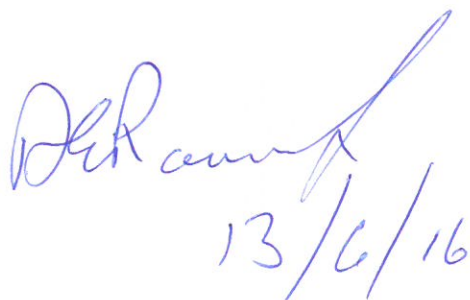
Awaiting outcome of survey on the Mast

**Crossfields – Ross Tennis Club**

To consider changes to proposed Heads of Terms as requested by the Tenant.

8.38 pm Councillor Bartrum returned to the meeting.

Members were informed that in spite of continued correspondence with the tenant negotiations had stalled over the proposed Heads of Terms. It was unanimously agreed to appoint Councillors Bramer and Mayo, along with the Town Clerk to meet with the Tenant again in an effort to reach consensus. A further report will be made to Council in due course.

  
13/6/16



**Ross Depot**

To confirm authority to sign a Licence to Occupy Ross Depot for an initial period of one month, subject to confirmation of terms, and consider future possible options.


Members were informed that since the agenda had been circulated further information had come to light about the provision within the Licence relating to charges and it was now proposed to withdraw this item.

A verbal report was made regarding several options, some of which had already been informally investigated and it was agreed that a more detailed appraisal of the situation should be made with a recommendation back to Full Council in due course.

**RESOLVED – to receive the reports and confirm acceptance of the proposed actions.**

There being no further business the meeting closed at 8.50pm

  
.....  
Chairman

  
.....  
Date

# Ross-on-Wye Town Council

## Minutes of the meeting of the Full Council

held on Monday 13<sup>th</sup> June 2016 at 7.00pm

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

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

In attendance: Mrs S Robson - Town Clerk

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

### 16/06# 104 Apologies for Absence

[Local Government Act 1972 S85 \(1\)](#)

Councillor C Bennett - Illness

Councillor C Gray - Holiday

Councillors H Bramer and J Jennings – Conflicting appointment

**RESOLVED – to accept the apologies given**

### 16/06# 105 Declarations of Interest

None

### 16/06# 106 Applications for Dispensations

None

### 16/06# 107 Reports from County Councillors (for information only)

Members were informed that progress had finally been made in resolving the situation with Highways England cutting the grass on the roundabouts on the approaches to town. A request has been made to ensure this is scheduled into a programme of works on the basis there are concerns about road safety due to poor visibility.

Herefordshire Council has approved the new proposed Southern Link Road on the outskirts of Hereford which will be a benefit to not only Hereford but to the whole county.

A request was made for the Clerk to write to the Police about anti-social behaviour that is taking place on a regular basis outside Peacocks in town.

Progress has been made with investigations into the collapsed drain on Walford Road in conjunction with the Parish Lengthsman and it appears that the liability for repairs lies with the utility provider.

Members were informed the bridge across the stream from Homs Road Car Park towards town has been closed by Balfour Beatty (BBLP) on safety grounds. There are no plans to re-open it as there is no funding to make the repairs.

The uneven pavement in Ledbury Road near the Plough has been reported to BBLP and it is hoped that works will commence shortly to remedy it.

### 16/06# 108 Report from Ross Police (for information only)

No Police report



**16/06# 109 Public Participation**

None

**16/06# 110 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 Mayo  
Unanimous

Seconded: Councillor Gibbs

**RESOLVED – that agenda item #16/06 127 ‘Commercial in Confidence’ be treated as confidential and be dealt with after the Public (including the Press) have been excluded.**

**16/06# 111 Full Council Meeting Minutes**

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

To confirm and sign the minutes of the annual meeting of Full Council held on Monday 9<sup>th</sup> May 2016.

**RESOLVED – that the minutes of the annual meeting of Full Council held on Monday 9<sup>th</sup> May 2016 be signed as a correct record.**

**16/06# 112 Committees – To receive and note the minutes of the following meetings and approve any recommendations;**

Neighbourhood Plan Steering Group 21<sup>st</sup> April 2016

Neighbourhood Plan Sub Committee 19<sup>th</sup> May 2016

Finance & Policy Committee 16<sup>th</sup> May 2016

Policy & Management Committee 23<sup>rd</sup> May 2016

Planning & Development Committee 24<sup>th</sup> May 2016

Amenities Committee 7<sup>th</sup> June 2016

**RESOLVED – to receive and note the committee minutes.**

**16/06# 113 Mayor’s Announcements**

The Mayor informed Members of a number of engagements he had attended since he became mayor including a number of events to celebrate the Queen’s 90<sup>th</sup> Birthday and several mayor making services.



**16/06# 114 Neighbourhood Plan**

- i) to receive an updated report from the Sub Committee
- ii) to review expenditure to date
- iii) to approve expenditure for the continuation of work by the appointed Consultants into Stage B – preparation towards producing a Design Statement and Stage C preparation of a Draft Neighbourhood Plan at an estimated total cost of £19,375.00 plus VAT plus expenses.

The Chairman of the Sub Committee commented on the written report that had been circulated and in particular made reference to the need for increased awareness raising and involvement in moving towards the next stage of objective setting. Members were appraised of the expenditure and updated on progress with the applications for grant funding. It was reported that the initial work by the Consultants engaged to complete the first phase had come in on budget and Members were advised there would be sufficient allocation within the budget to complete the next phase to take the project to plan preparation. There was a solid case to continue with the approved Consultants given the level of understanding and knowledge gained during the first phase.

Proposed: Councillor Utting  
Unanimous

Seconded: Councillor Morgan

**RESOLVED – to receive and note the reports and approve the continuation of work by the appointed Consultants into Stages B & C, preparation of the Design Statement and Draft Neighbourhood plan at an estimated cost of £19,375.00 plus vat plus expenses.**

**16/06# 115 Finance– Income & Expenditure 2016/2017**

[Accounts and Audit Regulations 2011](#)

To review the budget information for the year to date.

**RESOLVED – to received and note the report.**

**16/06# 116 Finance – Accounts for payment**

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

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

Proposed: Councillor Mayo  
Unanimous

Seconded: Councillor Lerego

**RESOLVED – to approve the accounts for payment.**



**16/06# 117 Finance – External Audit 2015/2016**

Adoption of Accounts for the Year Ended 31<sup>st</sup> March 2016 and to approve the signing of the Annual Governance Statement and Accounting Statements for the Year 2015/2016 for the Annual Return.

[Accounts and Audit Regulations 2011](#)

The Clerk advised Members of changes required by the External Audit to the order in which the Annual Return must be considered and approved. Attention was drawn to an issue of non-compliance from 2013/2014 relating to Clause 7, Section 1 of the Annual Governance Statement which the Clerk recommended should be reported. The Members approved a covering letter of explanation to outline the proposed action to be taken regarding the reporting of the Council's fixed assets and hoped this would satisfy the Auditor.

Proposed: Councillor Cutter  
Unanimous

Seconded: Councillor Morgan

**RESOLVED – to adopt the Accounts for the Year Ended 31<sup>st</sup> March 2016 and authorise the Chairman to sign on behalf of the Council to approve the Annual Governance Statement and Accounting Statements for 2015/2016.**

**16/06# 118 Finance**

(Items deferred from Finance & Personnel Committee meeting held on 16<sup>th</sup> May 2016)

- i) **Grants Policy** – Proposed amendments for consideration by Full Council

The Council considered the F&P Committee's recommendations and subject to the deletion of a clause about consecutive applications in following years agreed the proposal to amend the Policy. There was a recognition of the need of raising awareness of the scheme to encourage applications from organisation who haven't applied before.

Proposed: Councillor Cutter  
For: 12 Abstentions: 2

Seconded: Councillor Lerego

**RESOLVED – to adopt the policy subject to the removal of the clause prohibiting consecutive applications.**

- ii) **Application for Grant Funding**

To consider the following application for a grant;

- Enviroability – request for £750.00 towards insurance costs for Shopmobility Scheme

The Chairman of the Committee advised Members the reason for referring the grant application was that it did not meet the criteria as the request was for 'running costs'. The Members were in agreement they wished to support this the continuation of this facility and asked for more information about the number of people who had used the service.



Proposed: Councillor Roberts  
For: 7 Against: 7

Seconded: Councillor Utting

The Chairman used his casting vote in favour of authorising the donation of £750.00.

**RESOLVED – to approve the application for funding of £750.00 from the grants budget.**

**16/06# 119 Finance**

To appoint a Financial Verifier as required by the Council's Financial Regulations. [Financial Regulation 2.2](#)

Proposed: Councillor Ravenscroft  
Unanimous

Seconded: Councillor Utting

**\*RESOLVED – to appoint Councillor Bartrum as the Council's Financial Verifier.**

**16/06# 120 Finance**

To consider request from Ross Town Team for the release of funding towards;

- Ross-on-Wye Tourism Association- £1000.00 towards printing costs to produce tourism materials for distribution to the Tourist Information Sites
- William Wilding - £2000.00 seed funding towards the creation of Ross Game

Members were reminded that the Council is acting as the authorised body for holding the Portas grant that was awarded to the Town Team.

Councillor Morgan declared a Disclosable Pecuniary Interest in this item being a local hotelier and therefore involved with tourism in the town.

It was agreed to defer the request of £2000.00 for seed funding as this project was dependent on funding from other sources being guaranteed.

Proposed: Councillor Lerego

Seconded: Councillor Bartrum

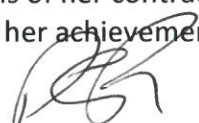
For: 8 Abstentions: 5 (Councillor Morgan refrained from voting having declared an Interest)

**RESOLVED – to approve payment of £1000.00 from the Portas Money held on account of the Town Team.**

**16/06# 121 Finance**

To receive and note confirmation of the National Joint Council (NJC) for Local Government Services pay award for 2016/2018 effective from 1<sup>st</sup> April 2016.

Members were informed the NJC wage negotiations have been concluded and an agreement has been reached for a 1% pay increase for 2016 and 2017. This is a contractual obligation as the Council has appointed staff within NJC salary ranges. This award was within the limits of those budgeted for and therefore the wages expenditure should remain within budget. Members were also advised that the Deputy Town Clerk has successfully passed her Certificate in Local Council Administration (CILCA) and therefore under the terms of her contract is due an additional increment. Congratulations were given on her achievement.



\* The decision breached the Council's financial regulations as the financial verifier cannot be a cheque signatory - the decision was rescinded and taken again at the meeting on 11 July 2016 under Item No. 16/07 #142

Proposed: Councillor Cutter  
Unanimous

Seconded: Councillor Gren

**RESOLVED – to note and confirm the contractual awards.**

**16/06# 122 Community Asset Register**

To resolve that the Council register the following pubs as assets of community value as recommended by the Planning & Development Committee:

The Crown & Sceptre  
The Eagle Inn  
The Hope & Anchor  
The Kings Arms (formerly Connolly's)  
The Man of Ross  
The Prince of Wales  
The Drop Inn  
The Plough

Members raised a question regarding the rationale behind selecting these licenced premises when there could possibly be other buildings of significant interest in town that should also be included on the register. It was agreed to refer this matter to the Planning Committee for further consideration.

Proposed: Councillor Lister  
For: 12 Abstentions: 2

Seconded: Councillor Bartrum

**RESOLVED – that Herefordshire Council be requested to include these buildings on the Register of Assets of Community Value.**

**16/06#123 To consider the appointment of a Parish Emergency Co-ordinator**

Members agreed that Councillor Gray should continue with the role if he wished.

Proposed: Councillor Ravenscroft  
For: 12 Against: 2

Seconded: Councillor Utting

**RESOLVED – to appoint Councillor Gray in the role of Parish Emergency Co-ordinator.**

8.20pm Councillor Hyde declared a Disclosable Pecuniary Interest in agenda item 16/06# 124 being the Cabinet Member of the Children's Wellbeing Directorate and left the meeting.

**16/06#124 Representatives on Outside Bodies**

To appoint a Council representative to the Ross Children's Centre Advisory Board.

Proposed: Councillor Lerego  
Unanimous

Seconded: Councillor Lister

**RESOLVED – to appoint Councillor Gren to be the Council's representative to the Ross Children's Centre Advisory Board.**

8.25pm Councillor Hyde returned to the meeting.



**16/06# 125 Official Representatives on Outside Bodies**

Review of representation on or work with external bodies and arrangements for reporting back.

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 P Cutter	AGM- discussion about future visits and encouraging good relationships
iv. Board of the Community Association	Cllrs C Gray, P Cutter	Review taking place of H&S policies for user groups
v. Cinema Group	Cllr J Hyde	No meeting – a message of welcome received
vi. Condé Twinning Association	Cllr J Roberts	The dates for the twinning visit next year have been agreed – 27/4 – 01/05/17.
vii. Education Foundation	Cllr H Lerego	No meeting
viii. Friends of St Mary's	Cllr C Bartrum	Nothing to report
ix. Market Towns Forum	Cllrs D Ravenscroft, D Lister	Plans for the new model to provide CAB in Herefordshire, Planning Update and housing land supply
x. Namutumba Twinning Association	Cllr J Jennings	Not present
xi. Parochial Church Council	Cllr R Mayo	The Committee is happy with the on-going work in the churchyard
xii. Ross Charity Trustees	Cllrs P Cutter, C Gray	Nothing to report
xiii. Ross Fairtrade Group	Cllr C Bennett	Not present
xiv. Ross Sports Club	Cllr H Lerego, D Lister	650 members working hard to improve the club, successful football tournament held recently
xv. Ross Tourism Association	Cllr N Gibbs	Work being done to improve information about coach parking
xvi. Town Team	Cllr C Utting	Awards being made for funding town projects
xvii. Walkers are Welcome	Cllr C Utting	Tickets for the walking festival in September are going well, looking for ways to develop the Buggy Route

**RESOLVED – to receive and note the reports**

**16/06# 126 Correspondence for consideration and response.**

- i) Support for measures to introduce a Car Parking Barrier at Red Meadow Car Park

Members noted the correspondence and were informed a full report would be made to the next Council meeting for approval of expenditure towards the installation of a barrier.

8.50 pm Members of the press and public left the meeting



**16/06# 127**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 16/06 # 110 above refers)

**Commercial in Confidence**

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

**Market House**

Members were updated that final arrangements are in hand for the Lease to be signed.

9.00pm Councillor Bedford left the meeting

Proposed: Councillor Morgan  
Unanimous

Seconded: Councillor Cutter

**RESOLVED – to approve a time extension of the meeting by fifteen minutes.**

**Old Chapel**

Members were informed that the preferred tenant had finally pulled out and the Clerk had followed instructions from the P&M Committee to contact the parties previously interested. There has been some interest but doubts as to the financial viability were expressed.

Proposed: Councillor Bartrum  
Unanimous

Seconded Councillor Mayo

**RESOLVED – to approve expenditure of 12.5% of the rental plus vat for a local agent to market the property on a commercial lease basis and authorise advertising costs.**

9.10pm Councillor Bedford returned to the meeting

**Crossfields – Ross Tennis Club**

To consider changes to proposed Heads of Terms as requested by the Tenant.

A meeting had recently taken place with the tenants in an effort to reach agreement on the proposed Heads of Terms. A Business Plan has been requested and further reports will come back to Council to confirm the terms of the Lease.

**Allotments**

Nothing to report

**Weather Station**

Awaiting outcome of survey on the Mast which is due to be undertaken on June 24<sup>th</sup>. A further report will be made once the condition is known and the repairing obligations can be agreed.

**RESOLVED – to receive the verbal reports and confirm acceptance of the proposed actions.**



9.15pm Proposed: Councillor Ravenscroft  
Unanimous

Seconded: Councillor Gibbs

**RESOLVED – to approve a time extension of the meeting by a further fifteen minutes.**

- ii) To consider recommendation from the Amenities Committee that a request be made to Herefordshire Council to transfer Homs Road Car Park and associated buildings located on the site to the Town Council.

After some discussion and proposed amendments to the motion Members agreed to accept the recommendation of the Amenities Committee on the basis that part of the site would be fenced off to provide secure parking and storage for the Council's vehicle, tools and equipment and that the disused buildings be re-instated and used for a workshop and welfare facilities for the Amenities Staff. It was agreed the remaining car park be left as is but on a free of charge basis.

An amendment to the proposed motion was made that the Clerk be tasked with writing to Herefordshire Council to see if they would be willing to enter negotiations about the proposed asset transfer.

Proposed: Councillor Bartrum  
For: 5 Against: 7 Abstentions: 2

Seconded Councillor Utting

Amendment failed

A vote was therefore taken on the substantive motion.

Proposed: Councillor Cutter  
For: 10 Against: 4

Seconded Councillor Lister

**RESOLVED – to approach Herefordshire Council to request an Asset Transfer of the Homs Road Car Park and associated buildings located on the site to the Town Council at a nil cost to the Council.**

There being no further business the meeting closed at 9.25pm

  
.....  
Chairman

11 July 2016  
.....  
Date

# Ross-on-Wye Town Council

## Minutes of the meeting of the Full Council

held on Monday 11<sup>th</sup> July 2016 at 7.00pm

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

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

In attendance: Mrs S Robson - Town Clerk

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

### 16/07# 128 Apologies for Absence

[Local Government Act 1972 S85 \(1\)](#)

Councillor C Morgan – Work Commitment

**RESOLVED – to accept the apologies given**

### 16/07# 129 Declarations of Interest

Councillor Ravenscroft declared a DPI in Agenda Item 16/07#139 due to a cheque for the mayor's allowance being payable to him.

### 16/07# 130 Applications for Dispensations

None

### 16/07# 131 Reports from County Councillors (for information only)

Members were informed of a number of ongoing issues amongst them the delay in the planning process for the development on Ledbury Road due to negotiations regarding the pedestrian crossing. A report was also given on an initiative by the AONB and a dementia charity that is happening in the Forest of Dean, it is a project encouraging sufferers to get outdoors and enjoy the health and well-being benefits associated with the natural environment.

### 16/07# 132 Report from Ross Police (for information only)

A representative from the Police advised that complaints about street drinkers in Broad St has been acted on and alcohol has been removed from a number of people and they have been moved on. Members were advised to ask members of the public to report incidents direct to the Police to allow them to respond in a more timely manner. Reports regarding travellers had also been made and the proposal to install barriers at red meadow car park would be viewed as a positive preventative measure. The problems at the skate park regarding littering are ongoing but there has been no further vandalism since the damage to the fencing, patrols will continue especially with the summer holidays coming up, anti-social behaviour of drivers in the car park was also reported. There have been a number of complaints from New St. residents about the noise at the Horse & Jockey – licencing issues are being looked at and a partnership approach is being worked on.



Cybercrime is a new project being worked on by an officer in Ross. Questions were asked about other areas where drinking is taking place and also concerns raised about dangerous driving.

**16/07# 133 Public Participation**

A number of members of the public spoke in support of the Council's proposal to install a barrier at the Red Meadow Car Park due to the continuous influx of travellers using the car park, blocking up the car park, making a mess with littering and anti-social behaviour. There has been a lack of information and residents are concerned about any future visits as businesses in town are suffering and tourism is affected too. It causes a nuisance to residents living in close proximity to the site and also noise pollution and threatening behaviour towards the elderly and vulnerable.

A resident of New St. came to address Members about the public house and issues of antisocial behaviour including afterhours drinking, loud music, fighting and urinating in public. This occurs sometimes from early in the day and there have also been threats made to neighbours. A review of the hours of opening has been requested with a view to amending the licence to reduce the opening hours. Support from the Town Council is sought to put pressure on Herefordshire Council. A question was asked about what can be done to assist the public when there are issues such as this? Members of the public were urged to report matters to the Police for decisions as to whether behaviours are lawful and when prosecutions can be made.

**16/07# 134 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 Cutter  
Unanimous

Seconded: Councillor Mayo

**RESOLVED – that agenda item #16/07 127 'Commercial in Confidence' be treated as confidential and be dealt with after the Public (including the Press) have been excluded.**

**16/07# 135 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 13<sup>th</sup> June 2016.

**RESOLVED – that the minutes of the meeting of Full Council held on Monday 13<sup>th</sup> June 2016 be signed as a correct record with the addition of a note that the decision made under item 16/07#119 is in breach of the Council's Financial Regulations as the Financial Verifier cannot be a cheque signatory. The Clerk recommended this be noted in the signed minutes and that advice has been given to re-appoint a Financial Verifier who is not a cheque signatory (see below Agenda Item 16/07#140).**



7.35pm Two members of the public left the meeting

**16/07# 136 Committees – To receive and note the minutes of the following meetings and approve any recommendations;**

Planning & Development Committee 14<sup>th</sup> June 2016

Neighbourhood Plan Sub Committee 16<sup>th</sup> June 2016

Finance & Personnel Committee 27<sup>th</sup> June 2016

Proposed: Councillor Gren  
Unanimous

Seconded: Councillor Mayo

**RESOLVED – to approve the recommendation to adopt the revised Financial Regulations with immediate effect.**

Amenities Committee 5<sup>th</sup> July 2016

Members were advised that match funding in the sum of £1000.00 has already been secured from HALO and Herefordshire Council. Two estimates from local companies offering a quality bespoke height restricting barrier have been received in addition to an off the shelf product with an internet company. There were differing opinions as to whether or not the Town Council should bear the cost as this is a County Council car park and whether or not the problem of the travellers returning would just be moved to another location if the barrier goes ahead.

Proposed: Councillor Mayo

Seconded: Councillor Cutter

A named vote was called for under the provisions in the Local Government Act 1972 schedule 12 para 13 (2)

Those in favour of the proposal were;

Councillors Cutter, Gren, Coker, Mayo, Gray, Hyde, Bramer, Lister, Bennett, Lerego, Utting, Gibbs and Ravenscroft

Those against the proposal were;

Councillor Roberts, Jennings and Bartrum

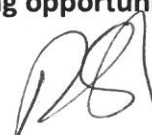
Those abstaining were;

Councillor Bedford

For: 13      Against: 3      Abstentions: 1

Therefore, the motion was passed

**RESOLVED – to approve the purchase and installation of a height restricting barrier at Red Meadow car park and authorise expenditure of up to a maximum of £3500.00 from the Council's General Reserves and that further funding opportunities should be explored.**



8.10pm Five members of the public left the meeting

**16/07# 137 Mayor's Announcements**

The Mayor spoke of a number of engagements he had attended including the Royal British Legion event, the freedom parade in Ledbury, Herefordshire Schools' Games which included some schools from Ross. Members were informed there is a charity shop being run by the Mayor for two weeks which is opening in Gloucester Road on Saturday.

**16/07# 138 Finance– Income & Expenditure 2016/2017**

[Accounts and Audit Regulations 2011](#)

To review the budget information for the year to date.

**RESOLVED – to receive and note the report.**

8.11pm Councillor Ravenscroft left the meeting having declared an interest and Councillor Gibbs took the chair.

**16/07# 139 Finance – Accounts for payment**

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

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

Proposed: Councillor Mayo

Seconded: Councillor Lerego

Unanimous

**RESOLVED – to approve the accounts for payment.**

8.15pm Councillor Ravenscroft returned to the meeting

**16/07#140 Finance**

To review and confirm schedule of payments for 1st quarter for Direct Debits, BACS payments and manual cheques.

**RESOLVED – to receive and note the report.**

**16/07 #141 Finance**

To consider request from Ross Town Team for the release of funding towards;


- Ross-on-Wye Town Council (Markets Sub-Committee) - £3535.50 towards the cost of purchasing new market stalls and a trailer for transportation.

Proposed: Councillor Cutter

Seconded: Councillor Bennett

Unanimous

**RESOLVED – to confirm the request by Ross Town Team for the release of funding in the sum of £3535.50 from the Portas Money held on account of the Town Team to the Council for the cost of new stalls and a trailer.**

  
12 Sep 2016

**16/07#142 Finance**

To appoint a Financial Verifier as required by the Council's Financial Regulations.  
[Financial Regulation 2.2](#)

Proposed: Councillor Ravenscroft  
 Unanimous

Seconded: Councillor Lerego

**RESOLVED – to appoint Councillor Bennett as the Council's Financial Verifier.**

**16/07 #143 Insurance**

To accept proposed recommendation to renew the Council's insurance with effect from 1<sup>st</sup> August 2016.

Proposed: Councillor Hyde  
 Unanimous

Seconded: Councillor Bartrum

**RESOLVED – to approve the proposal from WPS to take out a three-year long term agreement with Aviva.**

**16/07#144 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	Nothing to report
ii. Basement Youth Trust	Cllr C Bartrum	Nothing to report
iii. Betzdorf Twinning Association	Cllr P Cutter	Discussion about future visits
iv. Board of the Community Association	Cllrs C Gray, P Cutter	Nothing to report
v. Cinema Group	Cllr J Hyde	Meeting being held on the same night as Full Council
vi. Condé Twinning Association	Cllr J Roberts	Nothing to report
vii. Education Foundation	Cllr H Lerego	Nothing to report
viii. Friends of St Mary's	Cllr C Bartrum	Nothing to report
ix. Market Towns Forum	Cllrs D Ravenscroft, D Lister	No meeting
x. Namutumba Twinning Association	Cllr J Jennings	Visit recorded fully in Ross Gazette
xi. Parochial Church Council	Cllr R Mayo	Meeting this week
xii. Ross Charity Trustees	Cllrs P Cutter, C Gray	No meeting
Xiii Ross Children's Centre Advisory Board	Cllr J Gren	Nominated member no longer required
xiv. Ross Fairtrade Group	Cllr C Bennett	Nothing to report
xv. Ross Sports Club	Cllr H Lerego, D Lister	The Country and Western Festival over the weekend had gone very well
xvi. Ross Tourism Association	Cllr N Gibbs	Nothing to report
xvii. Town Team	Cllr C Utting	Awards being made for funding town projects
xviii. Walkers are Welcome	Cllr C Utting	Nothing to report

8.25 pm Members of the press and one member of public left the meeting

*DB 12 Sep 2016*

**16/07#145** 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 16/07 # 134 above refers)

**Commercial in Confidence**

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

**Market House** – to appoint two Members to act as signatories to the Lease to the Courtyard

Members were updated that following a two-week deadline being given final arrangements are in hand for the Lease to be signed.

Proposed: Councillor Roberts

Seconded: Councillor Mayo

**RESOLVED – to approve authority to Councillors Bartrum and Ravenscroft to sign the Lease to the Courtyard for the Market House on behalf of the Council.**

**Old Chapel**

Members were updated of an informal offer that had been made by a prospective tenant who is not currently proceedable. Members felt it necessary to ask for a business plan setting out the financial arrangements.

**RESOLVED – to ask the Agent to continue actively marketing the property.**

**Crossfields – Ross Tennis Club**

To consider changes to proposed Heads of Terms as requested by the Tenant.

The Clerk reported that another meeting with the tenants had been held but there was no further progress with reaching an agreement on the proposed Heads of Terms. The Members were in agreement that a 25-year lease without a break clause was not acceptable and that it would have to be excluded from the Landlord and Tenant Act. It was agreed to leave the current lease to run.

**RESOLVED – to take no further action as the terms requested by the tenant are not acceptable.**

8.40pm Councillor Bedford left the meeting.

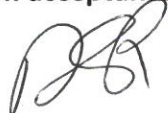
**Allotments**

A draft Statement has been prepared to accompany the application to the Land Registry further detail is required and Members were asked to come forward if they have any further information about the requisition of the land and the whereabouts of the Deeds.

**Weather Station**

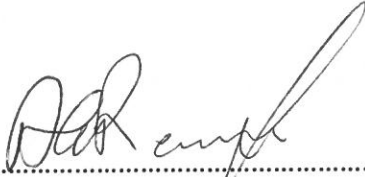
The survey on the Mast has been completed and the report is awaited.

**RESOLVED – to receive the verbal reports and confirm acceptance of the proposed actions.**

 12 Sep 2016



There being no further business the meeting closed at 8.50pm

  
.....  
Chairman

  
.....  
Date