



# Ross-on-Wye Town Council

## Minutes of the meeting of the Full Council

held on Monday 10<sup>th</sup> April 2017 at 7.00pm

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

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

In attendance: Mrs S Robson - Town Clerk

There were two members of the press present and one representative from the Police present and no members of the public.

### 17/04# 56 Apologies for Absence

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

Councillor D Bedford – Ill Health

Councillors C Bennett and H Bramer – Conflicting Engagement

Councillors J Gren, C Utting and J Utting – Holiday

**RESOLVED – to accept the apologies given**

### 17/04# 57 Declarations of Interest

Councillor Gibbs declared a Non Disclosable Pecuniary Interest in Agenda Item 17/04#66 Accounts for Payment as there is a cheque payable to him.

### 17/04# 58 Applications for Dispensations

None

### 17/04# 59 Report from Ross Police (for information only)

The Police addressed Members regarding the teams who have recently carried out a number of drugs warrants which were successful, drugs and vehicles were seized and a number of people arrested. This has been done after cooperation and information from members of the public.

### 17/04# 60 Public Participation

None

7.05pm The Police representative left the meeting.

A handwritten signature in black ink, with the date '8/5/17' written below it.

**17/04# 61 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 Lerego

**RESOLVED – that agenda item 17/04#71 ‘Commercial in Confidence’ and ‘Staff in Confidence’ be treated as confidential and be dealt with after the Public (including the Press) have been excluded.**

**17/04# 62 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> March 2017.

**RESOLVED – that the minutes of the meeting of Full Council held on Monday 13<sup>th</sup> March 2017 be signed as a correct record.**

**17/04# 63 Committees – To receive and note the minutes of the following meetings and approve any recommendations;**

Planning & Development Committee      14<sup>th</sup> March 2017

Neighbourhood Plan Sub Committee      16<sup>th</sup> March 2017

Policy & Management Committee      3<sup>rd</sup> April 2017

Proposed: Councillor Cutter  
Unanimous

Seconded: Councillor Lerego

**RESOLVED – to recommend to Full Council expenditure from General Reserves in the sum of £9000.00 plus vat to install coin operated door release systems at Red Meadow and Wye Street toilet blocks and that delegated authority be given to the Clerk to select the best value estimate within the approved expenditure.**

Proposed: Councillor Cutter  
For: 10 Against:2

Seconded: Councillor Morgan

**RESOLVED – to recommend to Full Council that the Contract for Homs Road Car Park be approved and the Asset Transfer move to proceed to completion without further delay.**



A handwritten signature in black ink, appearing to be 'N. Lerego', with the date '8/5/17' written below it.

A question was raised in relation to the Council remaining in the Corn Exchange due to the investment being made in a new heating system. The Chairman confirmed the Council had already taken the decision to remain.

Proposed: Councillor Cutter  
Unanimous

Seconded: Councillor Morgan

**RESOLVED – to recommend to Full Council that approval for expenditure be granted in the sum of £7000.00 plus vat (to include a new gas supply), for the installation of a new warm air heating system at the Corn Exchange, from the Property Portfolio Sinking Fund. The Committee wishes Full Council approve the application to waive Financial Regulations relating to contracts to enable a price to be negotiated without competition on the grounds that the system is specialised and that obtaining quotes from other contractors for the same system has failed.**

Amenities Committee

4<sup>th</sup> April 2017

Proposed: Councillor Mayo  
Unanimous

Seconded: Councillor Coker

**RESOLVED – to recommend to Full Council to spend up to a maximum of £3,000 on safety work to the transitions on the Skate Park ramps from the Earmarked Reserve Account.**

17/04#64

**Mayor's Announcements**

The Mayor reported he and his deputy had attended a number of events including an awards ceremony for Herefordshire Community Champions, Bromyard Civic Service and the Declaration of new High Sheriff – Lady Jane Lisvane.

17/04#65

**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.**

17/04#66

**Finance – Accounts for payment**

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

To review and note items of expenditure paid since the last meeting and approve schedule of updated payments.

Proposed: Councillor Lerego  
Unanimous

Seconded: Councillor Coker

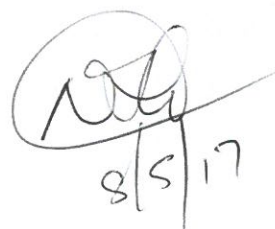
**RESOLVED – to approve the accounts for payment.**

17/04#67

**Finance**

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

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



A handwritten signature in black ink, followed by the date '8/5/17' written vertically below it.

**17/04#68 Consultation – Herefordshire Clinical Commissioning Group**

To agree response to consultation document on proposed changes to current GP Access Centre (walk in centre) in Hereford City to a GP surgery.  
[Deadline 24<sup>th</sup> April]

Proposed: Councillor Cutter

Seconded: Councillor Lerego

**RESOLVED – to appoint a Working Group comprised of Councillors Morgan, Lerego and Cutter and that the Clerk be given delegated authority to respond on behalf of the Council in consultation with the Working Group.**

**17/04#69 Motion that stood adjourned from meeting of 13<sup>th</sup> March 2017 (17/03 #52)**

**from the Town Clerk to amend the Council’s Standing Orders, that ‘this Council amends Standing Orders to remove clauses numbered 4e, 4f and 4g as per the Model Standing Orders and to insert them into the Council’s Terms of Reference and Scheme of Delegation policy in line with the Resolution Passed 17/02# 32’.**

Proposed: Councillor Bartrum  
Unanimous

Seconded: Councillor Morgan

**RESOLVED - to amend Standing Orders to remove clauses numbered 4e, 4f and 4g as per the Model Standing Orders and to insert them into the Council’s Terms of Reference and Scheme of Delegation policy in line with the Resolution Passed 17/02# 32’.**

**17/04#70 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	Their excellent work continues.
iii. Betzdorf Twinning Association	Cllr P Cutter	Arrangements are in hand for a civic reception and councillors are encouraged to attend.
iv. Board of the Community Association	Cllrs C Gray, P Cutter	A new caterer has been appointed.
v. Cinema Group	Cllr J Hyde	Their Meetings are very social and it is encouraging to see the cinema is being well supported.
vi. Condé Twinning Association	Cllr J Roberts	Preparations are in hand for a visit at the end of April at which Cllr Roberts will be representing the Council.
vii. Education Foundation	Cllr H Lerego	A larger number of awards were given to disadvantaged children for trips.
viii. Friends of St Mary's	Cllr C Bartrum	Subscriptions to become a 'friend' are welcomed.
ix. Market Towns Forum	Cllrs D Ravenscroft, D Lister	S106 wish list has been requested. Progress for CIL is awaited subject to the government's Autumn Statement. BBLP claim for Highways defects has been reduced significantly.
x. Namutumba Twinning Association	Vacant	
xi. Parochial Church Council	Cllr R Mayo	No meeting
xii. Ross Charity Trustees	Cllrs P Cutter, C Gray	No meeting
xiii. Ross Fairtrade Group	Cllr C Bennett	Not present
xiv. Ross Sports Club	Cllr H Lerego, D Lister	Events are being organised. Dog fouling is a problem on the sports pitches and enforcement measures are in place.
xv. Ross Tourism Association	Cllr N Gibbs	Joint venture with Wye Valley, Happy Birthday Mr. Kyrle 21 <sup>st</sup> May in St Mary's.
xvi. Town Team	Cllr C Utting	Not present
xvii. Walkers are Welcome	Cllr C Utting	Not present

*[Handwritten signature]* 8/5/17

7.45 pm Members of the Press left the meeting.

**17/04#71 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 17/04 #61 above refers)**

7.45pm The meeting was adjourned to allow time for a break

7.50pm The meeting re-convened

**Commercial in Confidence**

**Old Chapel**

Members were appraised of the recent developments regarding a potential new lease.

Proposed: Councillor Cutter  
Unanimous

Seconded: Councillor Gray

**RESOLVED**

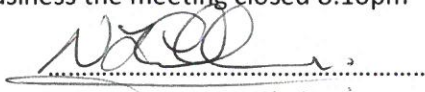
- to instruct the Clerk to negotiate further with a view to agreeing a five-year lease and to work with the Council's Land Agent to prioritise essential works to be mutually agreed in lieu of rental income under the proposed provision within the lease for repairs
- to negotiate to secure the removal of the overage clause from the original contract document at the end of the five-year lease
- that in the event a renewal is sought at the end of the five year lease it should be negotiated on a commercial basis.

**Staff in Confidence**

Members were informed that a member of the Council's amenities staff would be leaving shortly. Contingency arrangements have been put in place by way of a 5 month fixed term contract to enable a review to be undertaken whilst not compromising the Council's services. The short term measures are within the budgeted salary costs. The Clerk advised that a report would be made available for discussion at the Council's Finance & Personnel Committee in due course.

**RESOLVED – to receive the reports, note their contents and approve the decisions.**

There being no further business the meeting closed 8.10pm

  
.....  
Chairman

8/5/2017  
.....  
Date



# Ross-on-Wye Town Council

**Minutes of the annual meeting of the Full Council**  
held on Monday 8<sup>th</sup> May 2017 at 7.00pm  
at The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

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

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

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

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

## **17/05#72 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 Gibbs was nominated and accepted the nomination of Chairman of the Council and Mayor.

Proposed: Councillor Ravenscroft  
For: 10

Seconded: Councillor Coker

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

Proposed: C Utting  
For: 6

Seconded: Councillor Bennett

**RESOLVED – that Councillor Nigel Gibbs be elected as Mayor and Chairman of Ross-on-Wye Town Council 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 Gibbs took over chairing the meeting from Councillor Ravenscroft.

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

A handwritten signature in black ink, appearing to be 'Nigel Gibbs', written in a cursive style.

**17/05#73 Election of Deputy Mayor**

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

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

Proposed: Councillor Hyde  
For: 10

Seconded: Councillor Coker

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

Proposed: Councillor C Utting  
For: 6

Seconded: Councillor Bennett

**RESOLVED – that Councillor Bramer 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.**

**17/05#74 Mayor's Announcements**

Councillor Gibbs expressed his thanks to the Council for electing him and thanked Councillor Ravenscroft for all his hard work over the last year. Reference was made to the changes that have taken place in recent times and the additional responsibilities the Council has taken on. He thanked Members for their support and looked forward to working together with them in the coming year. Councillor Gibbs informed the Council of his decision to have the Midlands Air Ambulance as his nominated charity during his term of office.

**17/05#75 Apologies for Absence**

Councillor C Morgan – Illness

**RESOLVED – to accept the apologies given**

A letter of resignation from Councillor Derek Bedford on the grounds of ill health had been accepted by the Chairman. Members expressed their thanks to Councillor Bedford for his hard work over the years and the Clerk was asked to write on behalf of the Council to thank him for his service to the town and the residents of Ross.

**17/05#76 Declarations of Interest**

Councillor Cutter declared a DPI in Agenda Item no. 17/05 #87 'Accounts for payment' as there is a cheque payable to his business.

Councillor Gibbs declared a NDPI in Agenda Item no. 17/05 #87 'Accounts for payment' as there is a cheque payable to him.

Members were reminded to update their Register of Interests as soon as changes occurred.

**17/05#77 Applications for Dispensations**  
None

A handwritten signature in black ink, appearing to be 'R. Gibbs', is written in the bottom right corner of the page.

**17/05#78 Public Participation**

A representative from the Police addressed Members and raised a number of issues including the recent damage to the flowerbeds at Merrivale Lane and extra patrols that have been taking place in that area. The Council was asked to consider a request for additional dog bins in this area which has been highlighted as a problem. There has been work taking place to encourage improvements to parking in the Gresleys. Speeding along Archenfield Road is still an issue and a question was raised about signage and its relocation. A plea was made about traffic outside the comprehensive school and safety concerns about children accessing the school. It was reported that further patrols in the residential areas continue in an effort to discourage anti-social behaviour. A number of tickets have been issued to speeding motorists in recent times.

**17/05#79 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 Hyde

**RESOLVED – that agenda item #17/05 88 ‘Commercial in Confidence’ be treated as confidential and be dealt with after the Public (including the Press) have been excluded.**

**17/05#80 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 10<sup>th</sup> April 2017.

**RESOLVED – that the minutes of the Full Council Meeting held on Monday 10<sup>th</sup> April 2017 be signed as a correct record.**

**17/05#81 Committees – To receive and note the minutes of the following meetings and approve any recommendations;**

Planning & Development Committee 11<sup>th</sup> April 2017 (previously circulated)

Planning & Development Committee 2<sup>nd</sup> May 2017 (to follow)

**RESOLVED – to recommend to Full Council that the letter proposed by the Committee be sent to the Clinical Commissioning Group in respect of the Draft Sustainability and Transformation Plan.**

Proposed: Councillor Gibbs  
Unanimous

Secunder: Councillor J Utting

**17/05#82 Committee Membership**

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

A named vote was requested by Councillor Bartrum and seconded by Councillor Lister for the Finance & Personnel Committee





- **Finance and Personnel Committee**

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

- **Policy and Management Committee**

**RESOLVED – that Councillors Coker, Cutter, Gren, Mayo, Ravenscroft and J Utting be appointed to the Policy & Management Committee**

- **Amenities Committee**

**RESOLVED – that Councillors Bennett, Gray, Lister, Mayo, Ravenscroft and C Utting be appointed to the Amenities Committee**

- **Events Committee**

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

- **Planning & Development Committee**

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

- **Markets Sub Committee**

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

- **Neighbourhood Plan Sub Committee**

**RESOLVED – Councillors Bartrum, Gibbs, Lister and C Utting be appointed to the Neighbourhood Plan Sub Committee with authority to appoint non council members to the Sub Committee.**

- **Personnel Appeals Panel**

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

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

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

- **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 6

Councillor Gren: For 10

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



• **Policy and Management Committee**

Councillor Cutter was nominated for Chairman of the Policy & Management Committee

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

• **Amenities Committee**

Councillor Mayo was nominated for Chairman of the Amenities Committee

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

• **Events Committee**

Councillor Lerego was nominated for Chairman of the Events Committee

**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

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

**17/05#83 Official Representatives on Outside Bodies**

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

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



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

**17/05#84 Meetings**

To approve the schedule of meeting dates for 2017/2018

Proposed: Councillor Mayo  
Unanimous

Seconder: Councillor Bennett

**17/05#85 Finance – Bank Mandates**

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

Proposed: Councillor Gibbs  
Unanimous

Seconder: Councillor Cutter

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

**17/05#86 Finance – Internal Auditor**

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

Proposed: Councillor Cutter  
Unanimous

Seconded: Councillor Bramer

**RESOLVED – to appoint Mr. R Williams to be the Council’s Internal Auditor for 2017/2018 at an hourly rate of £30.00 and to note and acknowledge the assertion that Mr. Williams is independent of the Council.**

**17/05#87 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 Hyde

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

8.35pm Members of the press and public left the meeting

- 17/05 88 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 17/05 # 79 above refers)**

**Commercial in Confidence**



**Old Chapel**

Nothing further to report

**Crossfields – Ross Tennis Club**

To approve authority for the Mayor and Deputy Mayor to sign the lease on behalf of the Council.

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

There being no further business the meeting closed at 8.36pm

  
.....  
Chairman

12/6/17  
.....  
Date



# Ross-on-Wye Town Council

## Minutes of the meeting of the Full Council

held on Monday 12<sup>th</sup> June 2017 at 7.00pm

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

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

In attendance: Mrs S Robson - Town Clerk

There were two members of the press present and one representative from the Police present and three members of the public.

### 17/06# 89 Apologies for Absence

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

Councillors J Hyde, D Lister, C Morgan – Ill Health

**RESOLVED – to accept the apologies given**

### 17/06# 90 Declarations of Interest

None

### 17/06# 91 Applications for Dispensations

None

### 17/06# 92 Report from Ross Police (for information only)

The Police addressed Members regarding the unlawful camper and talked about the restrictions and lack of legislative powers available to them, it was reported there are things that she is entitled to that would enable her to find accommodation, she has so far refused all offers of help. The police are involved in on-going dialogue with her. A request about additional dog litter bins and additional CCTV funding for another camera was made. Members were informed the Facewatch scheme is being replaced by something similar which is being introduced in association with ART. Reports of youths on the outskirts of town causing a nuisance and problems with some anti-social behaviour. A question was asked about the high number of burglaries in town and what measures are being taken, Members were informed that priority for patrols is given to residential break ins and these have already commenced.

7.10 pm The Police representative left the meeting.

### 17/06# 93 Public Participation

Members were addressed by a resident regarding a perceived lack of communication with the Council, and a complaint that an email enquiry and not been responded to. In addition, a text message was sent to the county councillor but there was no reply and finally a visit was made to the surgery and there was not a councillor present. An apology was offered for the problems with communication and suggestions as to how the officers and members can be reached was made, a plea to local newspapers to print contact information was made.

10/7/17

**17/06# 94 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 Lerego

**RESOLVED – that agenda item 17/06#106 ‘Commercial in Confidence’ be treated as confidential and be dealt with after the Public (including the Press) have been excluded.**

**17/06# 95 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 8<sup>th</sup> May 2017.

Proposed: Councillor Ravenscroft  
Unanimous

Seconded: Councillor Coker

**RESOLVED – that the minutes of the Annual Meeting of Full Council held on Monday 8<sup>th</sup> May 2017 be signed as a correct record.**

**17/06# 96 Committees – To receive and note the minutes of the following meetings and approve any recommendations;**

Amenities Committee	9th May 2017	
Finance & Personnel Committee	15th May 2017	
Events Committee	22nd May 2017	
Planning & Development Committee	23rd May 2017	
Neighbourhood Plan Sub Committee	25th May 2017	Withdrawn
Amenities Committee	6th June 2017	

Proposed: Councillor Cutter  
Unanimous

Seconded: Councillor Lerego

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

**17/06#97 Mayor’s Announcements**

The Mayor reported he had attended a number of events including the Mayor Making in Leominster, the Betzdorf Twinning visit had gone well and the civic reception was well attended. In addition, recently the Royal British Legion arranged a 35<sup>th</sup> anniversary commemoration of the Falklands war, which had been very well received. He asked Members that now the general election is over that the Council puts politics aside for the time being at least.

**17/06#98 Finance– Income & Expenditure 2017/2018**

[Accounts and Audit Regulations 2011](#)

To review the budget information for the year to date.

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



Handwritten signature and date: 10/7/17

**17/06#99 Finance – Accounts for payment**  
[Local Government Act 1972 s150 \(5\)](#)

To review and note items of expenditure paid since the last meeting and approve schedule of updated payments.

Proposed: Councillor Bennett  
Unanimous

Seconded: Councillor Bartrum

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

**17/06#100 Finance – Annual Return - External Audit 2016/2017 Annual Governance Statement**  
To acknowledge and confirm the Council’s responsibilities for ensuring a sound system of internal control and approve the assertions contained within the Annual Governance Statement and approve authority for the Chairman and Clerk to sign the Annual Return.

Proposed: Councillor Mayo  
Unanimous

Seconded: Councillor Cutter

**RESOLVED – to approve the Annual Governance Statement for 2016/2017 and authorise the signing of it by the Chairman and Clerk.**

**17/06#101 Finance – Annual Return - External Audit 2016/2017 Accounting Statements**  
To confirm the Accounting Statements present fairly the Council’s financial position and approve authority for the Chairman and Responsible Financial Officer to sign the Annual Return.

Proposed: Councillor Gren  
Unanimous

Seconded: Councillor Roberts

**RESOLVED – to consider and approve the Accounting Statements for 2016/2017 and authorise the signing of it by the Chairman and Responsible Financial Officer.**

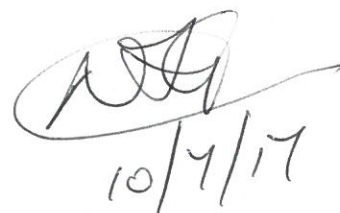
**17/06#102 Finance**  
To appoint a Financial Verifier as required by the Council’s Financial Regulations.  
[Financial Regulation 2.2](#)

Members were informed that Councillor Bennett had completed all the checks up until the end of the Council’s financial year end and confirmed that the cashbook balanced to the banks statements and all reconciliations were correct.

Proposed: Councillor Ravenscroft  
Unanimous

Seconded: Councillor Lerego

**RESOLVED – to appoint Councillor Bennett to be the Council’s Financial Verifier for the Financial Year 2017/2018.**



A handwritten signature in black ink, followed by the date 10/7/17 written below it.

**17/06#103 Herefordshire Council – Public Spaces Protection Order Consultation – Dog Control**

To consider and agree Council's response to the measures under the Anti-Social Behaviour, Crime & Policing Act 2014 for a proposed Public Space Protection Order.

Concerns were expressed about the short length of time for the deadlines on Herefordshire Council consultations as this causes problems in meeting them especially for smaller parish councils. A request was made to remind HC that working to these time-scales is difficult and in all likelihood would need to be delegated to a committee.

The questionnaire was considered in full and the relevant points were put to the Council. A formal response was agreed and it was noted that the Council was in favour of the proposal for the new Order.

Proposed: Councillor Mayo  
Unanimous

Seconded: Councillor Bennett

**RESOLVED – to confirm approval for the proposed Dog Control Powers under the Public Space Protection Order.**

**17/06#104 Herefordshire Council – Councillors' Code of Conduct**

To approve recommendation from the Policy & Management Committee (PM17/04#22) to adopt the Herefordshire Council revised Code of Conduct.

Proposed: Councillor Coker  
Unanimous

Seconded: Councillor Lerego

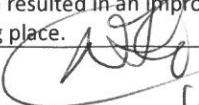
**RESOLVED – to approve and adopt the revised Herefordshire Code of Conduct.**

**17/06#105 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	Unable to attend
ii. Basement Youth Trust	Cllr C Bartrum	Nothing to report.
iii. Betzdorf Twinning Association	Cllr P Cutter	Excellent twinning visit, the Mayor was thanked for his attendance. Thanks to staff for help with liaising on arrangements for the civic reception.
iv. Board of the Community Association	Cllrs C Gray, C Bennett	Nothing to report
v. Cinema Group	Cllr D Lister	Not present
vi. Condé Twinning Association	Cllr J Roberts	Nothing to report – a reminder to Members that the visit from Conde in 2018 is the 40th anniversary 27/30 April 2018.
vii. Education Foundation	Cllr H Lerego	No meeting
viii. Friends of St Mary's	Cllr J Gren	Two events coming up, 24 <sup>th</sup> June – Open Gardens and 15 <sup>th</sup> July Hereford Police Choir concert.
ix. Market Towns Forum	Cllrs D Ravenscroft, V Coker	Nothing to report
x. Namutumba Twinning Association	Cllr J Roberts	Nothing to report
xi. Parochial Church Council	Cllr R Mayo	No meeting
xii. Ross Charity Trustees	Cllrs P Cutter, C Gray	No meeting
xiii. Ross Fairtrade Group	Cllr C Bennett	Nothing to report
xiv. Ross Sports Club	Cllr H Lerego, D Lister	Vandalism has occurred again recently
xv. Town Team	Cllr C Utting	Nothing to report
xvi. Walkers are Welcome	Cllr C Utting	Recent hosting visit from another group, which resulted in an impromptu mini festival taking place.

8.10 pm Members of the Press left the meeting.

  
10/7/17



**17/06#106** 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 17/06 #94 above refers)

**Commercial in Confidence**

**Bandstand** (for information only)

Members were given a verbal report of measures taken to date to remove trespassers from the Council's land.

**Old Chapel**

Members were appraised of the recent developments regarding a potential new lease.

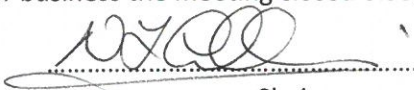
Proposed: Councillor Bennett

Seconded: Councillor Lerego

For : 13    Abstention: 1

**RESOLVED - to give delegated authority to the Clerk in consultation with the Chairman of the Council to negotiate further with a view to agreeing a five-year lease, the financial terms which can be agreed by consent with a full repairing and insuring obligation on condition that the overage clause and other restrictions within the transfer document be removed at the end of the term.**

There being no further business the meeting closed 8.35pm

  
.....  
Chairman

10/7/17  
.....  
Date



# Ross-on-Wye Town Council

## Minutes of the meeting of the Full Council

held on Monday 10<sup>th</sup> July 2017 at 7.00pm

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

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

In attendance: Mrs S Robson - Town Clerk

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

### 17/07# 107 Apologies for Absence

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

Councillor H Bramer – Conflicting Meeting

Councillor C Morgan – Family Commitment

**RESOLVED – to accept the apologies given**

### 17/07# 108 Declarations of Interest

Councillor Cutter declared a Schedule 1 Interest in Agenda Item 17/07#119 – Cheques for payment as there was a cheque payable to his business.

### 17/07# 109 Applications for Dispensations

None

### 17/07# 110 Report from Ross Police (for information only)

No Police Present

### 17/07# 111 Public Participation

Members were addressed by a local resident about the vacant shops in town and the enquiries about large chain stores and the current lack of them within the town. A question was put to the Council regarding the need for a larger retail business within the town and had any approach been made through this council or the principle authority.

7.10pm Councillor Roberts arrived at the meeting.

Another member of the public addressed the Council to express concerns about the newly introduced car parking charges by the Wye Valley Trust at the Community Hospital in Ross and the impact this might have on the 'Friends' of the hospital fund raising activities. A call was made on the Town Council to object to the car parking charges.

The Chairman requested that Items #115 & #123 be brought forward

**17/07#115 Neighbourhood Plan**

- i) to receive an updated report from the Sub Committee
- ii) to review expenditure to date

Mr. Reynolds, the chairman of the sub-committee reported about the unfortunate lack of progress since his last report at the town meeting in March. Members were informed that the absence of information on some of the key sites is regrettable and on this basis further work on the plan has had to cease. A high level of engagement has been enjoyed with the most recent working groups being well attended. The public consultation process will continue with a stand at the Carnival on 5<sup>th</sup> August.

The Chairman proposed that Mr. Reynolds continue in his role as chair of the sub-committee as the Council has full confidence in Mr. Reynold's work. It was recognised that the delay has been due to Herefordshire Council and a plea was given to the county councillors to urge officers and Members towards moving this forward.

Members were informed that based on current projections, subject to not making any significant changes, then the Plan should be achievable within its budget.

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

**17/07#123 Correspondence for consideration and response.**

- (i) Herefordshire Council – Rural Areas Site Allocations Development Plan Document – Issues and Options Consultation.

**Noted**

- (ii) Herefordshire Council – Model Farm Consultation  
(Presentation to Members arranged for Tuesday 25<sup>th</sup> July at 6.30pm in the Corn Exchange)

**Noted**

- (iii) Herefordshire Clinical Commissioning Group – notification on GP Practice Services, Community Health and Care Engagement

**Noted**

- (iv) Wye Valley Trust – Notification on the introduction of parking charges at WVT community hospitals

Members were informed that the Chief Executive of the Trust had been invited to the meeting but had declined due to other work commitments. It was noted that a response to the Council had been received in relation to the newly introduced car parking charges. It was requested that a letter be issued to the CEO to ask that he address residents and Councillors who wish to object in the strongest terms to the charges. It was also thought that a petition would be another good vehicle to show how strong people's objections are and the emotional distress and inconvenience that would be caused to sick and elderly people. In addition, the displaced parking onto the surrounding streets will undoubtedly inconvenience the residents of Ross.

Thanks was expressed to the 'Friends' and unstinting support was offered by the Council in efforts to have the decision overturned.



Proposed: Councillor Bartrum  
Unanimous

Seconded: Councillor Roberts

**RESOLVED:**

- to write in the strongest possible terms expressing disappointment that the Chief Executive was unable to attend and invite him to attend an Extra Ordinary Meeting at the earliest opportunity
- encourage mass attendance at the next meeting of the WVT
- Set up a petition to get the decision to have the charges overturned
- encourage local parishes to become involved

(v) Mr. Paul Deneen – response to notification on the introduction of WVT parking charges  
**Noted**

7.45pm the members of the public left the meeting

**17/07# 112 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 Lerego

**RESOLVED – that agenda item 17/07#124 ‘Commercial in Confidence’ and ‘Staff in Confidence’ be treated as confidential and be dealt with after the Public (including the Press) have been excluded.**

**17/07# 113 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 12<sup>th</sup> June 2017.

**RESOLVED – that the minutes of the meeting of Full Council held on Monday 12<sup>th</sup> June 2017 be signed as a correct record.**

**17/07# 114 Committees – To receive and note the minutes of the following meetings and approve any recommendations;**

Planning & Development Committee      13th June 2017

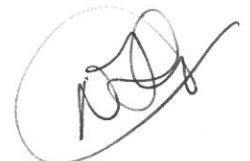
Policy & Management Committee      19th June 2017

Finance & Personnel Committee      3rd July 2017

Proposed: Councillor Gren  
Unanimous

Seconded: Councillor Gibbs

**RESOLVED – to recommend to Full Council that registration for VAT should proceed forthwith and that training for staff should be arranged.**



Proposed: Councillor Gren  
Unanimous

Seconded: Councillor Gibbs

**RESOLVED – to approve recommendation of the draft Investment Strategy to Full Council for adoption. An Extra Ordinary Meeting would be arranged to look at how the investments could be best made.**

Planning & Development Committee 4<sup>th</sup> July 2017

Proposed: Councillor Gren  
Unanimous

Seconded: Councillor Gibbs

**RESOLVED – to receive and note the minutes and approve the recommendations.**

**17/07#116 Mayor’s Announcements**

The Mayor reported he had attended a large number of events including the opening of a new shop in town, the Hereford School Games had been a great success and the exhibition of art work at John Kyrle High School had also proved enjoyable. He noted that the Open Gardens weekend in town had proved very popular too.

**17/07#117 Town Clerk’s Report – to receive and note the update from the Town Clerk (for information only)**

- HC Consultation Budget Consultation 2018 /2019 – Deadline 30<sup>th</sup> September
- By election for the vacancy in Ross East Ward could take place on 7<sup>th</sup> September

**17/07#118 Finance– Income & Expenditure 2017/2018**

[Accounts and Audit Regulations 2011](#)

To review the budget information for the year to date.

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

8.15pm Councillor Cutter left the meeting having declared an interest.

**17/07#119 Finance – Accounts for payment**

Local	Government	Act	1972	s150	(5)
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To review and note items of expenditure paid since the last meeting and approve schedule of updated payments.

Proposed: Councillor Bartrum  
Unanimous

Seconded: Councillor Gren

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

8.16pm Councillor Cutter returned to the meeting

**17/07#120 Finance**

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

It was noted that the costs for staffing indicated very good value for money.

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



**17/07#121 Finance – Grant Application referred by the Finance & Personnel Committee (03/07/2017)**

To consider the following application for a grant;

- Ross-on-Wye Tourism Association - request for grant funding in the sum of £410.00 towards the cost of a guidebook and events map for town

8.20pm Councillor Caroline Utting declared a Schedule 2 Interest and therefore left the room when the discussion and vote took place.

Proposed: Councillor Mayo  
Unanimous

Seconded: Councillor Lerego

**RESOLVED – to approve grant funding to Ross-on-Wye Tourism Association in the sum of £410.00 towards the cost of a guidebook and events map for the town.**

8.21pm Councillor Caroline Utting returned to the meeting

**17/07#122 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	A number of meetings have been held to look at promotions and publicity
ii. Basement Youth Trust	Cllr C Bartrum	Nothing to report
iii. Betzdorf Twinning Association	Cllr P Cutter	Nothing to report
iv. Board of the Community Association	Cllrs C Gray, C Bennett	A warm welcome was given by the Committee, plans to make renovations to the building are in progress
v. Cinema Group	Cllr D Lister	Not present
vi. Condé Twinning Association	Cllr J Roberts	Nothing to report
vii. Education Foundation	Cllr H Lerego	No meeting until October
viii. Friends of St Mary's	Cllr J Gren	Nothing to report
ix. Market Towns Forum	Cllrs D Ravenscroft, V Coker	Nothing to report
x. Namutumba Twinning Association	Cllr J Roberts	Nothing to report
xi. Parochial Church Council	Cllr R Mayo	No meeting
xii. Ross Charity Trustees	Cllrs P Cutter, C Gray	No recent meeting
xiii. Ross Fairtrade Group	Cllr C Bennett	Continue to hold monthly coffee mornings all councillors are welcome to attend
xiv. Ross Sports Club	Cllr H Lerego, D Lister	Several successful events have been held in the last month, working on improved security, looking for new members, excellent results on the national stage with footballing achievements for the girls under 10s
xv. Town Team	Cllr C Utting	Nothing to report
xvi. Walkers are Welcome	Cllr C Utting	Walking Festival taking place in September and the tickets are available now

8.30 pm Members of the Press left the meeting.

**17/07#124** 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 17/07 #112 above refers)

**Staff in Confidence**

Recommendation from Finance & Policy Committee meeting FP 17/07# 57  
to request approval to authorise an additional 20 hours per week over an eight-week period for one Amenities Operative with immediate effect.

The Committee felt that the Council needed to make more of a concerted effort to maximise its income. The request for additional staff resources does put the Council under pressure as this is funding that has not been budgeted for and will either need to be found through savings in other budget heads or out of the General Reserve.

It was recognised this is part of a learning curve since the transfer of assets took place and the additional responsibilities must be properly resourced.

Proposed: Councillor Mayo  
Unanimous

Seconded: Councillor Gren

**RESOLVED – to approve the request for an additional 20 hours per week over an eight-week period, until the end of August, for an existing Amenities Operative to work extra hours.**

**Commercial in Confidence**

**Homs Road Car Park**


To receive report on progress of the asset transfer and approve recommendations for the appointment of an architect.

Proposed: Councillor Cutter  
For: 12 Against: 1 Abstention: 1

Seconded: Councillor Mayo

**RESOLVED – to approve the application made to waive Financial Regulations relating to contracts to enable a price to be negotiated without competition based on the material and financial advantage to the Council as set out in the confidential report. To confirm expenditure to engage an Architect within the Professional Fees EMR account as detailed in the fee proposal dated 7<sup>th</sup> July 2017.**

There being no further business the meeting closed at 9.00pm

  
.....  
Chairman

11/9/2017  
.....  
Date