



# Ross-on-Wye Town Council

**Minutes of the meeting of the Full Council**  
held on Monday 8<sup>th</sup> January 2018 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, 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 three members of the public.

## 18/01# 01 Apologies for Absence

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

Councillor H Bramer - Illness  
Councillors P Cutter, R Gibbs & D Lister – Work Commitment  
Councillor C Morgan – Family Commitment

**RESOLVED – to accept the apologies given**

## 18/01# 02 Declarations of Interest

None

## 18/01# 03 Applications for Dispensations

None

## 18/01# 04 Report from Ross Police (for information only)

None

## 18/01# 05 Public Participation

A member of the public addressed the Council regarding processes to engage with and encourage more members of the general public to help organise events in the town. One suggestion was the creation of a voluntary group 'Team Ross'. There was recognition that office staff are overstretched and that volunteers could be sought to help out more.

In addition, a request for a CCTV camera at the far end of Gloucester Road was made and webcams in other town centres have also proved popular.

A request was made for more Christmas lights to extend them down to Gloucester Road and Cantilupe Road. A comment was made about future possibilities for consideration regarding the contractor.

In response Members replied that efforts had been made to engage with members of the public and the lack of volunteers coming forward was disappointing. The Events Committee will be considering a new Christmas lights specification at the next meeting. A plea was made by Members to ensure that the newsletter goes out quarterly to improve engagement with the community. There was a proposal to look at events in the town and how perhaps they could be rationalised and there be more encouragement given to work closely with charities and community groups. A vote of thanks was given by the Council to Councillor Lerego for all her hard work helping to arrange and getting support for the Christmas Fayre.

  
12/2/18

**18/01# 06 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 Lerego  
Unanimous

Seconded: Councillor Bennett

**RESOLVED – that agenda items 18/01# 19 ‘Commercial in Confidence’ and ‘Staff in Confidence’ be treated as confidential and be dealt with after the Public (including the Press) have been excluded.**

**18/01# 07 Full Council Meeting Minutes**

**Local Government Act 1972 schedule 12 para 41(1)**

*held over from cancelled meeting scheduled for 11<sup>th</sup> December 2017*

To confirm and sign the minutes of the meeting of Full Council held on Monday 13<sup>th</sup> November 2017.

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

**18/01# 08 Committees – To receive and note the minutes of the following meetings and approve any recommendations;**

*held over from cancelled meeting scheduled for 11<sup>th</sup> December 2017*

*Neighbourhood Planning Sub Committee 16<sup>th</sup> November 2017*

*Planning & Development Committee 21st November 2017*

*Finance & Personnel Committee 4<sup>th</sup> December 2017*

*Amenities Committee 5<sup>th</sup> December 2017*

*Planning & Development Committee 19th December 2017*

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

**18/01# 09 Neighbourhood Plan**

*held over from cancelled meeting scheduled for 11<sup>th</sup> December 2017*

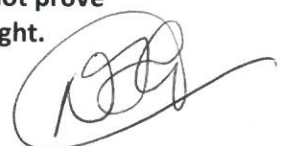
- i) to receive an updated progress report from the Sub Committee*
- ii) to review expenditure to date (report numbered 17/12# 191 previously circulated)*

The Mayor asked that Members approve a request from the Sub Committee to move towards site allocation if the opportunity is available and funding allows. A question was asked as to delays with information from Herefordshire Council and whether the county councillors have exerted any pressure on the Council to bring the information forward.

Proposed: Councillor Ravenscroft  
Unanimous

Seconded: Councillor Roberts

**RESOLVED – to receive and note the reports and approve as many allocations of sites for homes within the agreed budget, with the caveat that should that opportunity not prove possible within an appropriate time then the criteria led approach would be sought.**



**18/01# 10 Mayor's Announcements**

To receive a verbal report from the Mayor.

The Mayor reported that much of the last two months have been involved with events arranged over the Christmas period including the Christmas Fayre. Councillors were thanked for their involvement in making the event so successful. He reported that the John Kyrle High School pantomime had proved to be a good evening with excellent attendance. A visit on Christmas eve to the Community Hospital to meet patients and staff had been well received and a visit to the Larruperz for the Christmas lunch showed a good turnout, congratulations were given to those people involved with arranging it.

A request was made to the Mayor to write personally to the Wye Valley Trust in relation to the temporary closure of the Minor Injuries Unit at Ross Community Hospital which has been closed for one month.

There is an appended list of engagements to ensure compliance for the recording of hospitality in relation to the Code of Conduct (see attached – Appendix 1)

**18/01#11 Town Clerk's Report – to receive and note the update from the Town Clerk**  
(for information only)

Members were advised of the notification by the Secretary of State for Communities and Local Government in December that the government intends to defer the setting of referendum principles for local councils for three years.

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

**18/01#12 Finance– Income & Expenditure 2017/2018**  
*Accounts and Audit Regulations 2015*  
*held over from cancelled meeting scheduled for 11<sup>th</sup> December 2017*

*To review the budget information for the year to date*  
*(report numbered 17/12# 194 previously circulated).*

To review the budget information for the year to date.

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

**18/01#13 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 Mayo  
Unanimous

Seconded: Councillor Lerego

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

**18/01#14 Finance**

To review and confirm schedule of payments for 3rd quarter for Direct Debits, BACS payments and manual cheques.

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



- 18/01#15 To receive and accept Councillor Lerego's resignation from the Events Committee and to appoint another member to the committee and approve a new chairman.**  
*held over from cancelled meeting scheduled for 11<sup>th</sup> December 2017 – Agenda Item 17/12#196*

Councillor Lerego was thanked for her hard work and efforts over the period of time she has been involved with the Committee.

Proposed: Councillor Ravenscroft  
Unanimous

Seconded: Councillor Bennett

**RESOLVED – to appoint Councillor Roberts to the Events Committee**

Proposed: Councillor Mayo  
Unanimous

Seconded: Councillor C Utting

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

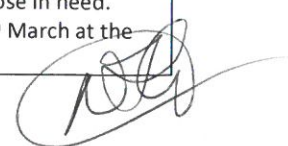
- 18/01#16 Ross-on-Wye and District Community Association**  
*held over from cancelled meeting scheduled for 11<sup>th</sup> December 2017*

*To confirm acceptance of formal declaration by the Association in regard to their application for planning permission to install a fire escape to the rear of the Larruperz Centre.  
 (correspondence numbered 17/12#197 previously circulated)*

**RESOLVED – to receive and note the report and approve acceptance of the application.**

- 18/01# 17 Reports from official representatives on Outside Bodies**  
 To receive reports from Councillors appointed to represent the Town Council on the following bodies:

i. Association of Ross Traders	Cllr C Bennett	Nothing to report
ii. Basement Youth Trust	Cllr C Bartrum	Nothing to report
iii. Betzdorf Twinning Association	Cllr P Cutter	Not present
iv. Board of the Community Association	Cllrs C Gray, C Bennett	It was a busy time of year over the festive season.
v. Cinema Group	Cllr D Lister	Not present
vi. Condé Twinning Association	Cllr J Roberts	Arrangements for the visit are already in hand and correspondence with the Council has been taking place. The Amenities Committee has approved a request for planting of a commemorative tree in honour of the occasion.
vii. Education Foundation	Cllr H Lerego	No meeting
viii. Friends of St Mary's	Cllr J Gren	The group is continuing to do excellent work on the fabric of the church. Membership is encouraged.
ix. Market Towns Forum	Cllrs D Ravenscroft, V Coker	Nothing to report
x. Namutumba Twinning Association	Cllr J Roberts	The recent visit was very successful.
xi. Parochial Church Council	Cllr R Mayo	Nothing to report.
xii. Ross Charity Trustees	Cllrs P Cutter, C Gray	No meeting. Congratulations were given to Bryan Jones on the award of the BEM.
xiii. Ross Fairtrade Group	Cllr C Bennett	Nothing to report
xiv. Ross Sports Club	Cllr H Lerego, D Lister	Comedy Club 19 <sup>th</sup> January is sold out and the Club goes from strength to strength.
xv. Town Team	Cllr C Utting	Nothing to report
xvi. Walkers are Welcome	Cllr C Utting	Nothing to report
xvii. Mental Health & Wellbeing	Cllrs C Bennett, H Lerego	Successful meetings continue and there is positive support available for those in need. There is a public meeting on 14 <sup>th</sup> March at the Larruperz.



**18/01#18 Correspondence for consideration and response** (copies previously circulated).  
*held over from cancelled meeting scheduled for 11<sup>th</sup> December 2017*

*i) Worcester Citizens Advice Bureau – Changes to the model for the provision of advice services.*

**Noted**

8.00 pm Members of the press and the remaining two members of the public left the meeting.

**18/01# 19 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 18/01 #06 above refers)**  
**Commercial in Confidence**

**Old Chapel**

A verbal report outlining the offer from Herefordshire Council to take a lease was given.

Proposer: Councillor Bennett  
Unanimous

Seconded: Councillor Lerego

**RESOLVED – to approve a five-year rent-free lease to Herefordshire Council on a full insuring and repair basis in exchange for the removal of the overage clause that was imposed when the asset was transferred.**

**Market House**

The lease arrangements are continuing, and it is anticipated that completion will take place shortly.

**Staff in Confidence**

*held over from cancelled meeting scheduled for 11<sup>th</sup> December 2017*

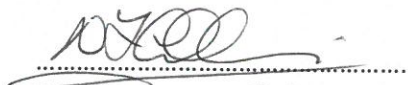
*To consider request for Flexible Retirement in line with the Local Government Pension Scheme provisions and the Council's Policy (report numbered 17/12#200 previously circulated).*

Proposed: Councillor Gibbs  
Unanimous

Seconded: Councillor Lerego

**RESOLVED – to defer making a decision until the staffing review has been completed.**

There being no further business the meeting closed at 8.15pm

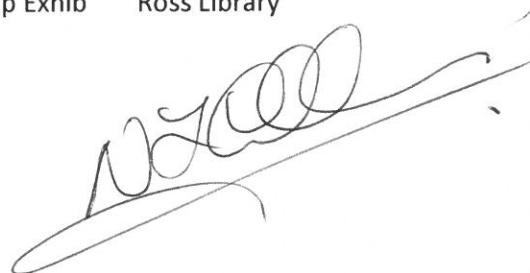
  
Chairman

12/2/2018  
Date

## Appendix 1

**The Mayor's Diary Engagements: 14<sup>th</sup> November 2017 – 9<sup>th</sup> January 2018**

<b>Start</b>	<b>Subject</b>	<b>Location</b>
Thu 16/11/2017 08:00	Relaunching event	Morrison's Supermarket
Sun 19/11/2017 09:00	Xmas Fayre & Switch on	Market House, Corn Exchange
Mon 20/11/2017 15:00	Mayor's Meeting	Shire Hall, Chairman's Office
Tue 21/11/2017 19:30	Hope Support Services' Celebration Even/AGM	The Chase Hotel
Sat 25/11/2017 16:30	Ledbury Christmas Lights Switch on	Market House
Sat 25/11/2017 19:30	Ross Penyard Singers Concert	The Venue
Tue 28/11/2017 19:30	Newent's Civic Carol Service	St Mary's Church, Newent
Sun 03/12/2017 18:30	Light up a Life Service	Ross Baptist Church, Ross
Thu 07/12/2017 19:30	Pantomime	John Kyrle High School
Sat 09/12/2017 19:00	Christmas Concert	Larruperz Centre
Mon 11/12/2017 14:30	Ross U3A	Larruperz Centre
Sat 16/12/2017 16:30	Christmas Carnival	Market House
Sun 17/12/2017 17:30	St Michael's Hospice Light Up a Life Service	Hereford Cathedral
Sun 24/12/2017	Ross Community Hospital visit	
Mon 25/12/2017 12:00	Christmas lunch	Larruperz
Tue 09/01/2018 18:00	Ross Lions JKHS Ann Peace Poster Comp Exhib	Ross Library





# Ross-on-Wye Town Council

**Minutes of the meeting of the Full Council**  
held on Monday 12<sup>th</sup> February 2018 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, R Gibbs, C Gray,  
J Hyde, H Lerego, D Lister, R Mayo, D Ravenscroft, J Roberts, C Utting and J Utting

In attendance: Mrs S Robson - Town Clerk  
There was one member of the press present and eight members of the public.

**18/02# 20 Apologies for Absence**  
[Local Government Act 1972 S85 \(1\)](#)  
Councillor J Gren - Holiday

**RESOLVED – to accept the apologies given**

**18/02# 21 Declarations of Interest**  
Councillor Cutter declared a Schedule 1 Interest in Agenda Item 18/02 # 32 as there is a cheque made payable to his business.  
Councillor Coker declared a Schedule 1 Interest in Agenda Item 18/02 # 32 as there is a cheque made payable to her business.

**18/02# 22 Applications for Dispensations**  
None

**18/02# 23 Report from Ross Police**  
The new PCSO addressed Members about concerns raised in relation to antisocial behaviour and reported that the Police are targeting areas such as the skatepark, Blake Gardens and problems with dangerous driving at certain locations. Members were reminded to report issues so there are recorded incidents of problems arising in and around town.

**18/02#24 Public Participation**  
Representatives from the Alzheimer's Society spoke to Members about the work that is being done and in particular the importance of developing a dementia friendly community in Ross. It is recognised there are a sizable number of people living with dementia locally and there is a campaign soon to raise awareness (Dementia Action Week 21/28 May). There are 850k people living with dementia in the UK with about 3100 in Herefordshire. Dementia Friends is an initiative that is being encouraged to raise understanding and training is available to people who are interested in learning more.

7.15pm Three members of the public left the meeting

It was agreed to bring forward item 18/02#30

- 18/02#30 To receive a verbal report from the Royal British Legion regarding proposed plans to make a planning application for the installation of two flagpoles and a permanent saluting dais at the Prospect.**

Mr Hedges and Mr Aplin, representatives of the Ross Branch of the Legion, addressed the Members regarding the Legion's proposal to erect two flag poles and a permanent dais at the Prospect Garden in Ross. The Architect's plans were circulated for the Members to view and these formed the basis of the discussion about how this plan could be achieved in consultation with the Town Council and seek its approval in principal. A number of meetings have already taken place with some partner organisations including Herefordshire Council, Balfour Beatty and the Church.

7.35pm Two members of the public left the meeting.

- 18/02# 25 To resolve to exclude members of the press and public**

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

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

Proposed: Councillor Lerego  
Unanimous

Seconded: Councillor Cutter

**RESOLVED – that agenda items 18/02# 37 'Commercial in Confidence' and 'Staff in Confidence' be treated as confidential and be dealt with after the Public (including the Press) have been excluded.**

- 18/02# 26 Full Council Meeting Minutes**

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

To confirm and sign the minutes of the meeting of Full Council held on Monday 8<sup>th</sup> January 2018.

**RESOLVED – that the minutes of the meeting of Full Council held on Monday 8<sup>th</sup> January 2018 be signed as a correct record.**

- 18/02# 27 Committees – To receive and note the minutes of the following meetings and approve any recommendations;**

Planning & Development Committee 9<sup>th</sup> January 2018

Policy & Management Committee 15<sup>th</sup> January 2018

Events Committee 29<sup>th</sup> January 2018

Proposed: Councillor J Utting  
Unanimous

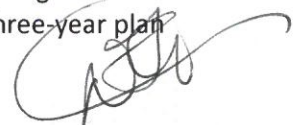
Seconded: Councillor Lerego

**RESOLVED – to recommend to Full Council that the Committee includes within its proposed new remit the markets, grants and engagement with promoting tourism and to change the name from the Events Committee to the Community, Markets and Tourism Committee.**

Planning & Development Committee 30<sup>th</sup> January 2018

Finance & Personnel Committee 5<sup>th</sup> February 2018

It was brought to Members' attention that there is reference within the Financial Regulations (3.1) reviewed by the Finance & Personnel Committee recently, that refers to a three-year plan and there was a request to ensure that this is looked at to ensure compliance.





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

**18/02#28 Mayor's Announcements**

To receive a verbal report from the Mayor.

The Mayor reported that the last month has been quiet although a number of engagements have been attended including the RBL county event in Hereford at which the Ross Branch was awarded the Kyrle Cup recognising the most progressive branch within the county. The JKHS Peace Poster competition had recently taken place and the posters were on display at the school and the winner was announced. Looking ahead the Herefordshire Council Community Champions Awards are taking place next month and nominations are being invited. The Mayor's Ball will be taking place at the Chase Hotel on Saturday 24<sup>th</sup> March 2018.

Members were reminded that the Commonwealth Fly a Flag event would be happening on 12<sup>th</sup> March from 9.45a.m. at the Market Square.

**18/02#29 Town Clerk's Report – to receive and note the update from the Town Clerk**

- Ross & Monmouth Sea Cadets paraded for the first time at their new base on 1<sup>st</sup> February
- Social Media - Councillor Training on Monday 19<sup>th</sup> February 2018 at 7.00pm

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

**18/02#31 Finance– Income & Expenditure 2017/2018**

[Accounts and Audit Regulations 2015](#)

To review the budget information for the year to date.

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

7.50pm Councillors Cutter and Coker left the meeting having declared an Interest in this item

**18/02#32 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 Mayo  
Unanimous

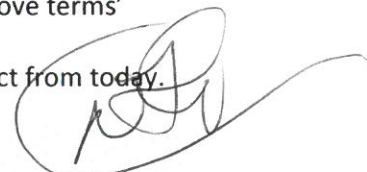
Seconded: Councillor Ravenscroft

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

7.55pm Councillors Cutter and Coker returned to the meeting

- 18/02#33 Notice of Motion from Councillor Chris Bartrum received on Monday 29<sup>th</sup> January 2018 that** 'this Council notes the response dated 22<sup>nd</sup> January received from the Wye Valley NHS Trust to the Mayor's recent letter expressing concern about the closure of the Minor Injuries Unit at Ross Community Hospital. This Council wishes to make it clear that it regards this response as inadequate, evasive and unsatisfactory. As the elected representatives of people in Ross-on-Wye, we know that the whole community regards this closure as an unjustified and short-sighted reduction in services. Shutting the Unit means that pressure is increased on A&E services in Hereford, not reduced. This Council demands that the Minor Injuries Unit is re-opened now and authorises the Mayor to write further to the Wye Valley NHS Trust, in the above terms'

An amendment was proposed in light of the re-opening of the Unit with effect from today.



Proposed: Councillor Bartrum

Seconded: Councillor Lister

The meeting consented its agreement that the amendment could be heard.

The Mayor requested further clarification regarding some of the wording of the motion and in particular relating to the lack of signage at the car park. Members agreed unanimously that the situation was not satisfactory, and the lack of consultation was unacceptable.

The substantive motion was therefore proposed and voted on

Proposed: Councillor Bartrum  
Unanimous

Seconded: Councillor N Gibbs

**RESOLVED – that this Council notes the response dated 22<sup>nd</sup> January received from the Wye Valley NHS Trust to the Mayor’s recent letter expressing concern about the closure of the Minor Injuries Unit at Ross Community Hospital. As the elected representatives of people in Ross-on-Wye, we know that the whole community regards this closure as an unjustified and short sighted reduction in services. Shutting the Unit means that pressure is increased on A&E services in Hereford, not reduced. This Council welcomes the re-opening of the Minor Injuries Unit today, Monday 12th February after being shut for almost two and a half months. Any future plans to close the minor Injuries Unit would be a retrograde step and this Town Council will oppose any such plans.**

- 18/02#34 To receive verbal report from Councillor Caroline Utting following a meeting held recently by The Wye Valley and Forest of Dean Tourism – Market Towns Group.**

It was reported that a new Town Trail is proposed to encourage people to visit and raise the profile of the areas around the Forest of Dean and Wye Valley. Meetings of the market towns has been suggested to develop improved working between the ten towns in the area and for the towns to join the Association.

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

- 18/02# 35 To appoint a representative to the Wye Valley and Forest of Dean Tourism – Market Towns Group.**

Councillor C Utting was nominated and accepted the nomination to become the Council’s representative.

Proposed: Councillor Bennett  
Unanimous

Seconded: Councillor Lerego

**RESOLVED – to approve the appointment of Councillor C Utting.**

8.10pm Two members of the public left the meeting

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

**18/02#36 Reports from official representatives on Outside Bodies**

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

i. Association of Ross Traders	Cllr C Bennett	No meeting
ii. Basement Youth Trust	Cllr C Bartrum	Nothing to report
iii. Betzdorf Twinning Association	Cllr P Cutter	Plans for the visit to Germany on 17 <sup>th</sup> May are underway. New members are encouraged.
iv. Board of the Community Association	Cllrs C Gray, C Bennett	The room rates have recently been increased. There will be new signage in the car parks and a no smoking policy outside the building will be in force. It remains a popular venue for events.
v. Cinema Group	Cllr D Lister	The new films for the year have been announced. Wonderful venue, encouraged to use it.
vi. Condé Twinning Association	Cllr J Roberts	Advanced arrangements for the visit are in hand. The Finance Committee has approved expenditure for the civic reception and the choice of a gift has been discussed.
vii. Education Foundation	Cllr H Lerego	Grants were in the process of being distributed.
viii. Friends of St Mary's	Cllr J Gren	Open weekend on 24/25 February everyone is welcome to attend.
ix. Market Towns Forum	Cllrs D Ravenscroft, V Coker	Nothing to report – meeting cancelled
x. Namutumba Twinning Association	Cllr J Roberts	The group is expecting a visit by some teachers to Ross in June.
xi. Parochial Church Council	Cllr R Mayo	Nothing to report.
xii. Ross Charity Trustees	Cllrs P Cutter, C Gray	Working closely with Planners about the proposed new dwellings.
xiii. Ross Fairtrade Group	Cllr C Bennett	Fairtrade fortnight at the end of Feb/beginning of March in neighbouring towns.
xiv. Ross Sports Club	Cllr H Lerego, D Lister	An alarm and video are being installed to detect vandalism. A comedy club will be happening in May. Dog fouling is also a problem and discussions with enforcement were requested.
xv. Town Team	Cllr C Utting	Nothing to report
xvi. Walkers are Welcome	Cllr C Utting	A new website is being developed and the walking festival is being planned.
xvii. Mental Health & Wellbeing	Cllrs C Bennett, H Lerego	There was a 'professionals' meeting held recently. A public meeting will take place in May and a drive to encourage volunteers.

8.15pm Members of the press and the remaining one member of the public left the meeting.

**18/02#37 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 18/02 #25 above refers)**

**Commercial in Confidence**

**Old Chapel**

To receive a verbal report and update on the proposed lease.

Heads of Terms have been agreed and the Lease is in the process of being drawn up. It is anticipated this will be in place for the commencement of the new financial year in April.

**Market House**

To receive verbal update on the new Lease to The Courtyard effective from November 2017.

The lease arrangements are continuing, and it is anticipated that completion will take place shortly.

**RESOLVED – to receive the verbal report and note its contents.**



**Staff in Confidence**

**Staffing Structure Review**

To receive confidential report from LGRC regarding outcome of staffing structure review and consider for approval options and recommendations.

Members agreed it was a comprehensive document that needed further investigations.

Proposed: Councillor Bartrum  
Cutter  
Unanimous

Seconded: Councillor

**RESOLVED – to set up a Working Group comprised of the committee chairs along with the Mayor and Deputy Mayor to look at the findings of the report and formulate recommendations to take back to an Extra Ordinary Meeting of the Full Council which will be held on Monday 26<sup>th</sup> February at 7.00pm.**

**The Working Group will meet on Friday 16<sup>th</sup> February 2018 at 5.00pm.**

It was approved that;

**Councillor Bartrum would attend in place of Councillor C Utting and  
Councillor Lister would attend in place of Councillor Bennett**

There being no further business the meeting closed at 8.40pm

  
.....  
Chairman

12/3/2018.  
.....  
Date

**The Mayor's Diary Engagements: 9 January 2018 -12 February 2018**

<b>Start</b>	<b>Subject</b>	<b>Location</b>
Tue 09/01/2018 18:00	Ross Lions JKHS Annual Peace Poster Competition Exhibition	Ross Library
Sun 14/01/2018 09:30	The Light Infantry & Rifles Service of Consecration for Assoc Standard	St Mary's Church
Sat 20/01/2018 14:30	Herefordshire RBL County Conference	Hereford Town Hall
Thu 25/01/2018 18:30	RBL Burns Night Supper	Royal Hotel
Mon 12/02/2018 13:30	Chairman's Meeting	Chairman's Office, Shirehall

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**Minutes of the meeting of the Full Council**  
held on Monday 12<sup>th</sup> March 2018 at 7.00pm  
at The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

Present: Councillor N Gibbs – Chairman  
Councillors C Bartrum, H Bramer, V Coker, P Cutter, R Gibbs, C Gray, J Gren  
J Hyde, D Lister, 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 three members of the public.

## **18/03#45 Apologies for Absence**

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

Councillor C Bennett – Family Bereavement  
Councillor H Lerego – Illness  
Councillor C Morgan – Family Commitment

**RESOLVED – to accept the apologies given**

## **18/03#46 Declarations of Interest**

None

## **18/03#47 Applications for Dispensations**

None

## **18/03#48 Report from Ross Police**

There was no Police representative present

## **18/03#49 Public Participation**

A local resident spoke to Members about his alarm regarding the trees that have recently been felled near Metcalfe Close. Questions were raised about the process that had been followed and whether any legislation had been breached. It was agreed that the Planning Committee should make further investigations regarding the facts of the matter.

Another resident raised the matter of a neglected property in Wye Street that has fallen into disrepair and questioned what action was being taken to address this area that has now become an eyesore. It was reported that Herefordshire Council's Planning Dept had already been contacted and information is awaited as to whether enforcement action could be taken.

A representative from Made in Ross addressed the Members to give an update on how things are going in the Market House. Appreciation was given to the Members for their continued support. The sales figures have risen over the three years since they started which is very encouraging, and the footfall is about 300 up on last year too. A number of guest exhibitions by local artists are booked for this year and these have been very successful and well received so far. Members were invited to go and take a look following the recent revamp at how the space is being used to promote the arts in Ross. There is a project proposed to improve the lighting which is subject to receiving grant funding. Arrangements are in hand to welcome the Conde Twinning visitors soon and it is hoped this can be reciprocated in the future. Tourist Information is still available and there are a number of leaflets available.

7.30pm One member of the public left the meeting

**18/03#50 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 items 18/03# 61 ‘Commercial in Confidence’ be treated as confidential and be dealt with after the Public (including the Press) have been excluded.**

**18/03# 51 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> February and Monday 26<sup>th</sup> February 2018.

A question was raised as to the accuracy of the draft minutes from 26<sup>th</sup> February 2018

Councillor Bartrum proposed a motion to amend the minutes by inserting some additional text and Councillor J Utting seconded the motion.

For: 5 Against: 9 Abstention: 1  
The motion failed.

It was proposed to include text to clarify recommendations 2&3 and 1 within the minute reference 18/02# 43 dated 26<sup>th</sup> February 2018.

**RESOLVED – that the minutes of the meeting of Full Council held on Monday 12<sup>th</sup> February and Monday 26<sup>th</sup> February 2018 be signed as a correct record with the agreed changes as detailed.**

**18/03# 52 Committees – To receive and note the minutes of the following meetings and approve any recommendations;**


Neighbourhood Plan Sub Committee	15 <sup>th</sup> February 2018
Planning & Development Committee	20 <sup>th</sup> February 2018
Policy & Management Committee	5 <sup>th</sup> March 2018
Amenities Committee	6 <sup>th</sup> March 2018

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

**18/03#53 Mayor’s Announcements**

To receive a verbal report from the Mayor.

The Mayor reported that the bad weather conditions had impacted on engagements and it had been a quiet month. Recently attended events included the Mayor of Coleford’s Charity Dinner, a very well supported dinner by Hope Support Service and the Hereford Civic Museum opening which houses some interesting artefacts. Today had seen the celebration of Commonwealth Day with children from a number of schools in Ross attending at the Market House. Thanks was given to the councillors that supported the event by attending.



**18/03#54 Town Clerk's Report – to receive and note the update from the Town Clerk**

- Code of Conduct Councillor Training on Monday 19<sup>th</sup> March 2018 at 7.00pm

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

**18/03#55 Finance– Income & Expenditure 2017/2018**

[Accounts and Audit Regulations 2015](#)

To review the budget information for the year to date.

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

**18/03#56 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 Cutter  
Unanimous

Seconded: Councillor Gray

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

**18/03#57 To confirm and approve amended Terms of Reference and Scheme of Delegation to reflect the decision of Full Council (reference 18/02#27).**

A further amendment was proposed to include an explicit reference to the authorisation of expenditure from the Council's reserve accounts.

7.50pm Two members of the public left the meeting

Proposed: Councillor J Utting  
Unanimous

Seconded: Councillor Bartrum

**RESOLVED – to approve the amended Terms of Reference and Scheme of Delegation.**

**18/03#58 To receive and accept letter of resignation from Councillor Craig Morgan.**

Mr. Morgan was thanked for the good work he has done within the town.

**Noted**





**18/03#59 Reports from official representatives on Outside Bodies**

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

i. Association of Ross Traders	Cllr C Bennett	Not present
ii. Basement Youth Trust	Cllr C Bartrum	Nothing to report
iii. Betzdorf Twinning Association	Cllr P Cutter	Preparations are in hand for the visit to Germany.
iv. Board of the Community Association	Cllrs C Gray, C Bennett	Nothing to report
v. Cinema Group	Cllr D Lister	The new films for the year have been announced. Members were encouraged to support the venue.
vi. Condé Twinning Association	Cllr J Roberts	The arrangements for the visit are all in hand.
vii. Education Foundation	Cllr H Lerego	Not present
viii. Friends of St Mary's	Cllr J Gren	Hereford Police Choir will be putting on a concert on 14 <sup>th</sup> April. Planning has started for Open Gardens 2019. Cllr Bartrum is undertaking a charity walking event soon, please donate and support him. AGM 24th April 2018.
ix. Market Towns Forum	Cllrs D Ravenscroft, V Coker	Nothing to report
x. Mental Health & Wellbeing Steering Group	Cllrs C Bennett, H Lerego	Not present.
xi. Namutumba Twinning Association	Cllr J Roberts	Planning has started for the visit in June. It is hoped there will be approval for applications for visas this year. Pupils from JKHS will be going out.
xii. Parochial Church Council	Cllr R Mayo	No meeting
xiii. Ross Charity Trustees	Cllrs P Cutter, C Gray	No meeting
xiv. Ross Fairtrade Group	Cllr C Bennett	Not present
xv. Ross Sports Club	Cllr H Lerego, D Lister	Youth girls team played away and won – congratulations to them.
xvi. Town Team	Cllr C Utting	Nothing to report
xvii. Walkers are Welcome	Cllr C Utting	Meeting being held this evening.

**18/03#60 Correspondence for consideration and response.**

- i) Betzdorf Twinning Association – notification of arrangements for twinning visit to Betzdorf in May

**Noted**

- ii) Herefordshire Travellers Sites Development Plan Document 2011 – 2031 – notification that on 27 February 2018 the Council submitted the Travellers Sites Development Plan Document Core Strategy to the Secretary of State for examination under regulation 22 of the Town and Country Planning (Local Planning) (England) Regulations 2012.

**Noted**

8.05pm Members of the press and the remaining one member of the public left the meeting.

**18/03#61** 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 18/03 #50 above refers)

**Commercial in Confidence**

**Old Chapel**

To receive a verbal report and update on the proposed lease.

The draft Lease has been drawn up and remains with HC legal department.

**Market House**

To receive verbal update on the new Lease to The Courtyard effective from November 2017.

The lease arrangements are continuing, and it is anticipated that completion will take place shortly.

**RESOLVED – to receive the verbal report and note its contents.**

There being no further business the meeting closed at 8.10pm

  
.....  
Chairman

9/4/2018  
.....  
Date

The Mayor's Diary Engagements: 13 February 2018 -12 March 2018

<b>Start</b>	<b>Subject</b>	<b>Location</b>
2 <sup>th</sup> February 2018 13:30	HC Chairman's Meeting	Chairman's Office, Shirehal
4 <sup>th</sup> February 2018 19:00	Coleford Mayor's Charity Dinner	Bells Hotel/Country Club
1 <sup>th</sup> March 2018 19:15	Hope Support Services Charity Dinner	The Chase Hotel
10 <sup>th</sup> March 2018 10:00	Civic Museum Opening	Town Hall, Hereford
12 <sup>th</sup> March 2018 10:00	Fly a Flag / Commonwealth Day	Market House

A handwritten signature in black ink, appearing to read 'N. Hall', written over a horizontal line.



# Ross-on-Wye Town Council

## Minutes of the meeting of the Full Council

held on Monday 9<sup>th</sup> April 2018 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, C Gray, J Hyde, H Lerego,  
D Lister, 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 member of the public.

### 18/04#62 Apologies for Absence

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

Councillor P Cutter – Work Commitment

Councillor R Gibbs – Family Commitment

Councillor J Gren – Holiday

**RESOLVED – to accept the apologies given**

### 18/04#63 Declarations of Interest

None

### 18/04#64 Applications for Dispensations

None

### 18/04#65 Report from Ross Police

There was no Police representative present, but a Member raised concerns about the lack of powers available to the police in dealing with problems of people drinking alcohol in the Market Square. County Councillors were asked to follow up with HC the consultation that took place last year about the proposed new Order.

### 18/04#66 Public Participation

A local resident spoke to Members about the consultation invitation from Lidl's about the proposed new store in Ross and his concerns regarding a supermarket that would allow shoppers to by-pass the town centre. He suggested there would be minimal economic benefit at a time when there are units within the town centre already empty and already a large number of charity shops.

### 18/04#67 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.

No confidential business to be transacted.

**18/04# 68 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> March 2018.

**RESOLVED – that the minutes of the meeting of Full Council held on Monday 12<sup>th</sup> March 2018 be signed as a correct record.**

**18/04# 69 Committees – To receive and note the minutes of the following meetings and approve any recommendations;**

Planning & Development Committee	13 <sup>th</sup> March 2018
Neighbourhood Plan Sub Committee	15 <sup>th</sup> March 2018
Finance & Personnel Committee	21 <sup>st</sup> March 2018
Planning & Development Committee	3 <sup>rd</sup> April 2018

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

**18/04#70 Mayor's Announcements**

To receive a verbal report from the Mayor.

The Mayor reported that it had been a quiet month with snow having cancelled one event. The Community Champions award in Hereford had been attended and it was an interesting evening especially seeing all the good work that is being done within the County. The Mayor's Ball had raised £600.00 with other donations still to be added, thanks to those Members who supported the event. Lastly, Hereford City Council's Civic Service was attended on Sunday last.

**18/04#71 Town Clerk's Report – to receive and note the update from the Town Clerk**

- Nominations for Committees – Members were reminded to return their preference forms to enable preparations in advance of the Annual Town Council meeting where appointments to committees are made
- Recruitment for the two vacancies – a record number of applications have been requested

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

**18/04#72 Finance– Income & Expenditure 2017/2018**

[Accounts and Audit Regulations 2015](#)

To review the budget information for the year to date.

Members were informed that further accruals and EMR transfers are still to be made once all the invoices are received. The report as stated shows invoices received to date and that the year end preparations are in hand to close off the financial year's accounts.

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

**18/04#73 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 Gray

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

**18/04#74 Finance**

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

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

**18/04#75 General Data Protection Regulation 2018**

To receive report and consider recommendations;

- i) To approve expenditure of £702.00 plus vat to engage Logiplex to arrange provision of 18 email licences for all Councillors with bespoke xxxxx@rosstc-herefordshire.gov.uk email address with effect from May 2018.

Members agreed the need to implement new email addresses for Councillors to ensure full compliance with the Regulations but deferred approving this expenditure pending obtaining further quotes.

- ii) To approve expenditure of £820.00 to engage Microshade VSM to undertake a Data Protection audit, provide Data Protection Policy, Data Breach Policy, Privacy Notice templates, Data Protection Action Plan and Retention Policy.
- iii) To approve appointment of Microshade VSM as the Council's Data Protection Officer at an annual cost of £495.00.
- iv) To approve expenditure of £200.00 plus travel expenses for a GDPR Training session to be provided by Microshade VSM for Councillors and Staff.

Members accepted the need to ensure that steps are taken now to ensure compliance with the amended legislation and therefore to approve engaging Microshade for 2018/2019 only. It was agreed to make further investigations for future years and obtain other quotes. The option of having an evening training session was preferred, date and time to be confirmed

Proposed: Councillor J Utting  
Unanimous

Seconded: Councillor Mayo

**RESOLVED – to approve expenditure at a total of £1515.00 to engage Microshade to carry out an audit to provide Data Protection Policy, Data Breach Policy, Privacy Notice templates, Data Protection Action Plan and Retention Policy, to provide a DPO and GDPR training.**



**18/04#76 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 meeting at present.
ii. Basement Youth Trust	Cllr C Bartrum	Nothing to report.
iii. Betzdorf Twinning Association	Cllr P Cutter	Not present.
iv. Board of the Community Association	Cllrs C Gray, C Bennett	Events going ahead and well attended. Some regular users have been lost, efforts are being made to encourage new users.
v. Cinema Group	Cllr D Lister	Leaflet distribution has been reduced and volunteers are required to help.
vi. Condé Twinning Association	Cllr J Roberts	The arrangements for the visit are going well. Made in Ross is hosting an exhibition from artists from Conde at the Market House.
vii. Education Foundation	Cllr H Lerego	Meeting due soon.
viii. Friends of St Mary's	Cllr J Gren	A charity concert is being held on Saturday – 14 <sup>th</sup> April.
ix. Market Towns Forum	Cllrs D Ravenscroft, V Coker	The future of the Forum was discussed as the minute secretary is leaving, the shared cost of an honorarium will be split between all the towns. There will be reduction in the number of meetings. The new HC Leader will be invited to attend a future meeting. Universal Credit, CAB and Jobcentre advice, safeguarding, emergency plans, parking permits and car parking were also discussed.
x. Mental Health & Wellbeing Steering Group	Cllrs C Bennett, H Lerego	No meeting.
xi. Namutumba Twinning Association	Cllr J Roberts	Nothing to report.
xii. Parochial Church Council	Cllr R Mayo	Nothing to report.
xiii. Ross Charity Trustees	Cllrs P Cutter, C Gray	Nothing to report.
xiv. Ross Fairtrade Group	Cllr C Bennett	Status has lapsed but meetings will commence again shortly with a new Steering Group and a fresh application for membership.
xv. Ross Sports Club	Cllrs H Lerego, D Lister	A new permanent locked barrier to the Sports Centre is being installed for security reasons. Dog fouling is still a problem and the Dog Warden will be patrolling the area. There is a busy programme of summer events planned.
xvi. Town Team	Cllr C Utting	Nothing to report.
xvii. Walkers are Welcome	Cllr C Utting	Nothing to report.

**18/04#77 Old Chapel**

To receive a verbal report and update on the proposed lease.

Progress on the lease arrangements have stalled.

**Market House**

To receive verbal update on the new Lease to The Courtyard effective from November 2017.

Progress on the lease arrangements have stalled.

A verbal update was given on the Market House Working Group further to a recent meeting with the Architect. Specifications are being drawn up for the tender process to commence in due course.

**RESOLVED – to receive the verbal report and note its contents.**

There being no further business the meeting closed at 7.55pm

.....  
Chairman

14/5  
.....  
Date

**The Mayor's Diary Engagements: 13 March 2018-9 April 2018**

<b>Start</b>	<b>Event</b>	<b>Location</b>
Fri 16/03/2018 18:15	Herefordshire Community Champions Event and Dinner	Town Hall, Hereford
Sat 24/03/2018 19:00	Mayor's Charity Ball	Chase Hotel
Sun 08/04/2018 15:00	Mayor of Herefordshire's Thanksgiving Service	The Town Hall/ St Peter's Church

A handwritten signature in blue ink, consisting of a large, stylized initial 'M' followed by a series of sweeping, connected strokes that trail off to the right.