



# Ross-on-Wye Town Council

## **Minutes of the meeting of the Full Council**

held on Monday 13<sup>th</sup> January 2020 at 7.00pm

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

Present: Councillor J Roberts – Chairman  
Councillors C Bartrum, S Cole, K Fowler, E O’Driscoll, B Pope, L Stark, P Symonds, R Taylor,  
and J Winder

In attendance: Mrs. S Robson - Town Clerk

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

### **20/01#01 Apologies for Absence**

Councillors T Burford , P Cutter, D Ciolte, D Lister, D Ravenscroft and J Utting

### **20/01#02 Declarations of Interest**

None declared.

### **20/01#03 Applications for Dispensations**

None

### **20/01#04 Report from Ross Police**

Members reported their concerns in relation to the vandalism at the play park in the Rope Walk. It was reported that patrols in the area have stepped up.

Other acts of vandalism in the general vicinity were referred to and a question was asked as to whether the Police had made any progress in relation to information about the incidents.

One of the sites is the bridge between Homs road car park and the Ropewalk and it appears there has been a concerted effort by the vandals in this area. It has been flagged as a high priority for the Police but at present they have no intelligence to suggest who is responsible.

A report was made about the recent surgery at the Larruperz run by the Police and Crime Commissioner’s Office and it was disappointing that not many people had attended. The issues of street drinking and drug dealing were raised with the PCC and the frustration about a lack of action. It was hoped that now there is extra resource in Ross that some action will be taken towards resolving local issues.

7.10pm the member of the Police left the meeting

### **20/01#05 Public Participation**

A representative from Ross Tennis Club attended and addressed the Members to seek advice about how to engage with the Council about future development plans for the Centre. It was reported that the CIC was set up three years ago and a lot of work had been done over the last 18 months including the replacement of two tennis courts and fences, refurbishment of the pavilion, also a new coach has started and is working towards developing the junior teams. S106 funding is going to be sought for further capital expenditure and a 5-year business plan has been requested to support the application. The Council was invited to participate in negotiations towards developing plans which are consistent with aims to bring improvements to the area. A question was raised by Members as to whether the pitch and putt area would be re-instated or what other uses could be considered to utilise this area. The grass cutting arrangements have now been put in place which will improve the management of the area but at present there are no other plans.

The first priority is to get the second pair of courts refurbished which will be done through external funding, subscriptions and/or loans. A new court would be desirable to meet the needs of those wishing to play, particularly as the club is still expanding. The introduction of another sport called 'pickleball' and other relevant sports is desired to sit alongside the tennis. The Chairman expressed the Council's desire to take a more strategic approach to requests for s106 funding, however there is a push towards HC accepting the introduction of CIL which would see some monies coming directly to Ross Town Council. The Ward Members agreed to be involved with on-going discussions about future development plans.

7.25 pm One member of the public left the meeting

**20/01#06 To resolve to exclude members of the press and public**

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 Winder  
Unanimous

Seconded: Councillor Pope

**RESOLVED – that agenda item 20/01#16 – 'Commercial in Confidence' be treated as confidential and be dealt with after the Public (including the Press) have been excluded.**

**20/01# 07 Full Council Meeting Minutes**

To confirm and sign the minutes of the ordinary meeting of Council held on Monday 9<sup>th</sup> December 2019 and the extra ordinary meeting on Wednesday 18<sup>th</sup> December 2019.

**RESOLVED – that the minutes of the ordinary meeting of Council held on Monday Monday 9<sup>th</sup> December 2019 and the extra ordinary meeting on Wednesday 18<sup>th</sup> December 2019 be signed as a correct record.**

**20/01#08 Committees – to receive and note the minutes of the following meetings and approve any recommendations;**

C M & T Committee 3<sup>rd</sup> December 2019

Policy & Management Committee 10<sup>th</sup> December 2019

Planning & Development Committee 17<sup>th</sup> December 2019

Planning & Development Committee 7<sup>th</sup> January 2020 – withdrawn

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

**20/01#09 Working Groups – to receive and note the updated schedule of proposed meetings from the relevant conveners.**

**RESOLVED – to note that arrangements are in hand to hold meetings for Working Groups.**

**20/01#10 Mayor's Announcements**

To receive a verbal report from the Mayor.

The Mayor reported that January has been quite quiet so far, although the Christmas period was busy with attendance at many carol services. There was a warm welcome from residents of Ross Court and patients at the Hospital on Christmas Day. Looking forward, the Mayor's Charity Ceilidh on 14<sup>th</sup> March will be happening at the Larruperz and Members were asked to support this local event in Ross to raise funds towards support for the Good Neighbour Scheme.

Arrangements are in hand to consider the format of the Annual Parish Meeting on 6<sup>th</sup> April and it is hoped this will be the official launch of the Scheme and preparations are well in hand for this to happen.

The Mayor thanked those councillors who had sponsored her swim, progress is good with only 22 km remaining.

#### 20/01#11 Town Clerk's Report – to receive and note the update from the Town Clerk

- Free 30 minute car parking for EV charging at HC owned sites is being introduced
- White lines at junction of Broad St/Kyrle Street programmed for re-painting
- Members were reminded of their duty to arrange a substitute at committee meetings if they are absent
- Paper copies of agendas/reports at meetings will be reducing and investigations are taking place to provide a ceiling mounted projector and drop-down screen for use at meetings

#### 20/01#12 Finance– Income & Expenditure 2019/2020

To review the budget information for the year to date.

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

#### 20/01#13 Finance – 2019/2020

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.**

#### 20/01#14 Finance – Accounts for payment

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

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

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

#### 20/01#15 Reports from official representatives on Outside Bodies

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

Basement Youth Trust	Cllrs C Bartrum, B Howson	Nothing to report
Betzdorf Twinning Association	Cllr P Cutter	Not present
Board of the Community Association	Cllrs K Fowler, D Lister	Nothing to report
Condé Twinning Association	Cllr J Roberts	Nothing to report
Education Foundation	Cllr J Roberts	No meeting
Friends of St Mary's	Cllr C Bartrum	The project for the floodlights in the churchyard is moving forward
HALC Area Committee	Cllr D Ravenscroft	Not present
HALC Executive	Cllr D Ravenscroft	Not present
Namutumba Twinning Association	Cllr J Roberts	Nothing to report
Parochial Church Council	Cllr R Taylor	Nothing to report
Ross Business Association	Cllr T Burford	Not present
Ross Charity Trustees	Cllrs P Cutter, J Roberts	Nothing to report
Ross Community Development Trust	Cllr E O'Driscoll	Things are moving ahead fast with various projects with 2020 looking to be a busy year
RCLCUC	Cllr Burford	Not present
Ross Fairtrade Group	Cllr B Pope	Nothing to report
Ross in Bloom	Cllr T Burford	Not present
Ross Library Development Group	Cllr E O'Driscoll	Meeting later in the week, events start again in February
Ross Sports Club	Cllrs D Ciolte, J Winder	Nothing to report
Town Team	Cllr T Burford	Not present

Tudorville & District Community Centre	Cllr P Symonds	A grant funding application has been successful to carry out improvements, tree planting has also been taking place in this area
Walkers are Welcome	Cllr R Taylor	There is an amazing programme of walks including some for the Gilpin 2020 festival and plans are also underway to look at how to develop the Buggy Route - funding opportunities are being explored

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

7.50pm Members of the public and press left the room

**20/01#16 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 20/01 #06 above refers)**

**Commercial in Confidence**

A verbal update was given in relation to progress towards completing the transfer of land to the rear of the Larruperz.

Members received a verbal report on interests within the property portfolio.

**RESOLVED – to note and accept the verbal report and confirm the contents.**

There being no further business the meeting closed at 8.05pm

.....  
Chairman

.....  
Date

**Diary Engagements: 10th December 2019 – 13<sup>th</sup> January 2020**

**Mayor**

Thu 12/12/2019 10:30	West Bank Residential Home	Ross-on-Wye
Sat 14/12/2019 10:15	Peace Poster Competition-John Kyrle High School	Ross-on-Wye Library
Sat 14/12/2019 19:30	Ross Choristers Community Choir concert	Ross-on-Wye
Sun 15/12/2019 17:30	18 'Light up a life' service	Hereford Cathedral
Fri 20/12/2019 01:30	Christmas Event	Murch Birch
Sat 21/12/2019 16:00	Ross Christmas Carnival	Market Place
Sun 22/12/2019 18:30	Carols by Candlelight Service at Ross Baptist Church	Ross Baptist Church
Sun 25/12/2019	Visit	Ross Court Care Home
Sun 25/12/2019	Visit	Ross Community Hospital
Sun 25/12/2019	Ross Lions Christmas Dinner	Larruperz Centre
Wed 08/01/2020 10.30	Ross Carers Group – Talk	Ross-on-Wye

**Deputy**

Sat 14/12/2019 19:30	Ross-on-Wye Choral Society Concert	St Mary's Parish Church
Sat 21/12/2019 17:00	Annual St John's Ambulance Carol Service	Ross-on-Wye
		Hereford



# Ross-on-Wye Town Council

## **Minutes of the meeting of the Full Council**

held on Monday 10<sup>th</sup> February 2020 at 7.00pm

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

Present: Councillor J Roberts – Chairman  
Councillors C Bartrum, T Burford, D Ciolte, P Cutter, K Fowler, I Gumm, D Lister,  
E O’Driscoll, B Pope, D Ravenscroft, L Stark, P Symonds, R Taylor, J Utting and J Winder

In attendance: Mrs. S Robson - Town Clerk

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

### **20/02#17 Apologies for Absence**

Councillor S Cole

### **20/02#18 Declarations of Interest**

None declared.

### **20/02#19 Applications for Dispensations**

None

### **20/02#20 Report from Ross Police**

There were no members of the local policing team present

### **20/02#21 To receive presentation from Sgt Aston representing the ‘We Don’t buy Crime’ Team /West Mercia Police about the SmartWater initiative.**

Sgt Aston reported that the ‘We Don’t buy Crime’ Team tackles serious crime and works actively towards protecting the most vulnerable in our communities. The initiative is supported by the Police and Crime Commissioner and there is a grant available of 25% towards the cost of kits. This is conditional upon having 75% of residents signing up to the scheme. There is some flexibility to cope with the size of the town, it was proposed separate applications could be made for each of the wards. The scheme involves help from The Police to register those residents participating. Once the minimum threshold is reached the offer of installing signage is available to promote the scheme and advise the town is part of the initiative. Statistics show there have been 18 burglaries within the last year, but in Ross the crime does not vary much between the wards, there is not a clear hot spot area in Ross. In other places where this scheme has been in place statistics show the level of crime is reduced, particularly burglaries, as the scheme acts as a deterrent. In most cases there is a very good take up with residents accepting the SmartWater pack and provides opportunities for engagement by the Councillors and local people. There is an aftercare service to assess effectiveness and check if the signage needs changing and evaluating success rates. Members were encouraged to go on the ‘we don’t buy crime’ twitter feed to see some examples evidencing the success of the initiative.

7.30pm Sgt Aston left the meeting.

**20/02#22 Public Participation**

A member of the public addressed the Council about the need for the provision of a facility for people sleeping rough in Ross to offer relief from poverty and deprivation. Initially plans to open during the daytime only would enable people to shower, eat and rest and to meet with support workers for help and assistance. It would provide an address for each of them. It would have to be staffed by some paid members of staff in addition to volunteers. There would not be any overnight accommodation initially, this could come later. The need to restrict access to anyone displaying signs of having taken substances would be necessary. A valuable opportunity would be provided to promote understanding amongst the wider community and to improve the quality of life for those attending. A charity would be set up and local people would be sought to staff the facility which would need to be purchased and refurbished. The government's ambition is to half homelessness and rough sleeping by 2022 and end it by 2027.

The Mayor reported there is a meeting in Hereford shortly to look at outreach into the market towns and offered help with support towards making grant applications from funding bodies.

A representative from Save the Chase 2020 addressed the Council about the future of the Hotel and requesting the Members consideration of the future of the hotel site. A question was raised about the housing allocation for Ross already having been filled and whether there is now the need for additional housing. It was noted how much the town depends on tourism and how having another hotel within the town would help the town thrive and grow. Members were asked to consider this when and if an application for development on the site comes forward.

7.45 pm Two members of the public left the meeting

**20/02#23 To resolve to exclude members of the press and public**

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 Burford  
Unanimous

Seconded: Councillor Utting

**RESOLVED – that agenda item 20/02#36 – ‘Commercial in Confidence’ be treated as confidential and be dealt with after the Public (including the Press) have been excluded.**

**20/02# 24 Full Council Meeting Minutes**

To confirm and sign the minutes of the ordinary meeting of Council held on Monday 13<sup>th</sup> January 2020.

**RESOLVED – that the minutes of the ordinary meeting of Council held on Monday Monday 13<sup>th</sup> January 2020 be signed as a correct record.**

**20/02#25 Committees – to receive and note the minutes of the following meetings and approve any recommendations;**

Planning & Development Committee

7<sup>th</sup> January 2020

C M & T Committee

14<sup>th</sup> January 2020

It was reported this has been a successful process with much work done with a wide range of opportunities for engagement with the business community. An Expression of Interest for grant funding from DEFRA would now be made to progress ideas within the Strategy.

Proposed: Councillor O'Driscoll  
Unanimous

Seconded: Councillor Utting

**RESOLVED: To recommend the adoption of the draft tourism strategy for the town by Full Council.**

Amenities Committee

20<sup>th</sup> January 2020

Finance & Personnel Committee

21<sup>st</sup> January 2020

Planning & Development Committee

28<sup>th</sup> January 2020 - withdrawn

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

**20/02#26 Working Groups – to receive and note the updated schedule of proposed meetings from the relevant conveners.**

All working groups are underway, the following was noted

Market House – the P&M Committee will be looking at setting up a working group for the next phase of refurbishment

Christmas Fayre – the group has already started work on the 2020 Fayre

Climate and Eco Emergency – the group met in January, the next meeting is scheduled at the end of February

Governance – recommendations to March Full Council will be made as a result of a very productive meeting

Markets Strategy – proposed meeting at the end of February

Tourism Strategy – completed and the WG is suspended pending the outcome of the funding application

Play Strategy – will be started later in the year

Ross-on-Wye Character Portfolio – work will commence later in the year after the NDP has been completed

Homs Road Car Park – this is on hold at present as the Group needs to report back to P&M

**RESOLVED – to note and receive the report on progress of the Working Groups.**

**20/02#27 Mayor's Announcements**

To receive a verbal report from the Mayor.

The Mayor reported that January has been a much quieter month which has provided an opportunity to focus on other work of the Council. The Mayor reported how pleased she was that the film of the Royal Visit is now ready to go live.

It was confirmed that due to timing of the Press Release by the West Midland Ambulance Service regarding the closure of Ross Response Post it had not been possible to include the item at this meeting. Disappointment was expressed at the lack of consultation and it was reported there would be an invitation to a representative from the Service to the March meeting and that to aide discussion information would be sought in advance and circulate to all councillors.

**20/02#28 Town Clerk's Report – to receive and note the update from the Town Clerk**

- Planning training for staff and councillors – 25<sup>th</sup> April 2020 in the Council Chamber

**20/02#29 Finance– Income & Expenditure 2019/2020**

To review the budget information for the year to date.

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

**20/02#30 Finance – Accounts for payment**

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

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

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

**20/02#31 Finance – Budget 2020/2021**

To approve recommendation from the Finance Committee to Full Council adoption of the 2020/2021 balanced budget of £563,478.00 and set the precept at £515,328.00 which equates to a Band D equivalent for Ross-on-Wye of £131.24.

There was some discussion as to whether the Council wanted to budget for funds towards the cost of the SmartWater initiative over a three-year period. However, Members recognised there would be a considerable amount of work necessary to make the scheme successful and there was a need for further discussion about whether to go ahead with the scheme. It was agreed this would be a specific agenda at the March meeting.

Councillor Utting and the Clerk were thanked for doing all the work of preparing and drafting the budget.

Proposed: Councillor Utting  
Unanimous

Seconded: Councillor Stark

**RESOLVED - to approve the recommendation from the Finance & Personnel Committee (FP20/01# 11) to adopt the 2020/2021 balanced budget of £563,478.00 and set the precept at £515,328.00.**

**20/02#32 Notice of Motion received from Cllr Symonds received on 28<sup>th</sup> January 2020**

*That 'Ross-on-Wye Town Council notes with concern the dire state of highways in our market town and the extent of public anger and frustration about this neglect.*

*This Council therefore fully supports two motions, which have been submitted for the Herefordshire Council meeting on 14<sup>th</sup> February;*

- 1. To ring fence 15% of the annual highway maintenance revenue budget to the highway network in the market towns of Bromyard, Ledbury, Leominster, Kington and Ross-on-Wye.*
- 2. That an additional £1m per year capital is invested in market towns public realm maintenance and improvement in 2020/21 and the following 2 financial years.*

*We call on all Herefordshire Councillors to support these motions.*

Councillor Symonds expressed his satisfaction that there is widespread support for the motion which will be heard at the meeting of Herefordshire Council on Friday 14<sup>th</sup> February.



Proposed: Councillor Symonds  
Unanimous

Seconded: Councillor Pope

**RESOLVED – to write to Cllr John Harrington, the cabinet Member for Infrastructure and Transport, and all Herefordshire Councillors, to express the Council’s support for the Motion and calling on Herefordshire Council to approve it.**

**20/02#33 Herefordshire Council Consultation**

To consider the Council’s formal response to the proposals by BT for the removal of the telephone box O/S John Kyrle High School, Ross-on-Wye and to discuss whether to adopt it for other purposes. [Deadline 18<sup>th</sup> February].

It was reported that the BT Phone Box in question had 39 calls made from it, none which were made to the emergency services. It was reported this is not the first time a consultation to remove this has come forward. The position and location of the box means it offers a useful back up for children who might need to use it should they need to. Members expressed their desire for it to be retained on the basis of safeguarding.

Proposed: Councillor Utting  
Unanimous

Seconded: Councillor Gumm

**RESOLVED – the Council resists the removal of the phone box and request it should remain in situ on the basis of ensuring safeguarding due to its close proximity to the school.**

**20/02#34 Appointment to an ‘Outside Body’**

To appoint two Council representatives to the newly relaunched Market Towns Forum

Proposed: Councillor Roberts  
Unanimous

Seconded: Councillor Utting

**RESOLVED – that for the remainder of the municipal year the Council representatives should be Cllrs Lister and Roberts.**

**20/02#35 Reports from official representatives on Outside Bodies**

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

Basement Youth Trust	Cllrs C Bartrum, B Howson	Nothing to report
Betzdorf Twinning Association	Cllr P Cutter	The visit is going ahead in early June
Board of the Community Association	Cllrs K Fowler, D Lister	There is an additional room for hire now. There had been a recent burglary, the CCTV will hopefully be useful. The pop-in lunches are very popular on a Wednesday afternoon
Condé Twinning Association	Cllr J Roberts	Plans for the visit are well advanced, the Wye Tour is being recreated. A civic reception will be hosted by the Council.
Education Foundation	Cllr J Roberts	No meeting
Friends of St Mary’s	Cllr C Bartrum	Nothing to report
HALC Area Committee	Cllr D Ravenscroft	Nothing to report
HALC Executive	Cllr D Ravenscroft	Nothing to report
Namutumba Twinning Association	Cllr J Roberts	Nothing to report
Parochial Church Council	Cllr R Taylor	A tree assessment has been carried out in the Churchyard and a TPO will be applied for on the Giant Redwood
Ross Business Association	Cllr T Burford	Nothing to report
Ross Charity Trustees	Cllrs P Cutter, J Roberts	Plans to develop Cawdor continue
Ross Community Development Trust	Cllr E O’Driscoll	The Good Neighbour Scheme will be launched on April 6 <sup>th</sup> at the APM on a partial basis with planned growth later

RCLCUC	Cllr Burford	The Group is doing a fantastic job hampered only by the weather. There is an event taking place on March 29 <sup>th</sup> with an invitation for all councillors to attend a litter pick
Ross Fairtrade Group	Cllr B Pope	Nothing to report
Ross in Bloom	Cllr T Burford	There is a meeting next week, funding has been received, plans are moving forward to register Ross in Bloom in the national competition
Ross Library Development Group	Cllr E O'Driscoll	Plans are afoot for the Children's Festival later in the year, many other events including the monthly talks continue
Ross Sports Club	Cllrs D Ciolte, J Winder	Nothing to report
Town Team	Cllr T Burford	There will be a relaunch shortly and invitations are sought for applications for the remaining funds
Tudorville & District Community Centre	Cllr P Symonds	Nothing to report
Walkers are Welcome	Cllr R Taylor	Walks have been finalised for the Festival which is a Gilpin themed event in the Autumn

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

8.45pm Members of the public and press left the room

**20/02#36 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 20/02 #06 above refers)**

**Commercial in Confidence**

Members received a verbal report on interests within the property portfolio.

**RESOLVED – to note and accept the verbal report and confirm the contents.**

There being no further business the meeting closed at 8.53pm

.....  
Chairman

.....  
Date

**Diary Engagements: 14th January 2020 – 10<sup>th</sup> February 2020**

**Mayor**

<b>Start</b>	<b>Subject</b>	<b>Location</b>
Thu 23/01/2020 18:30	Ross in Bloom	Corn Exchange
Mon 27/01/2020 14:30	Chairman's Meeting	Shire Hall
Thu 30/01/2020 10:30	Fundraising Event at Ross Court	Ross Court



# Ross-on-Wye Town Council

**Minutes** of the meeting of the **Full Council**  
held on Monday 9<sup>th</sup> March 2020 at 7.00pm  
at The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

Present: Councillor J Roberts – Chairman  
Councillors C Bartrum, T Burford, D Ciolte, S Cole, P Cutter  
D Ravenscroft, L Stark, P Symonds, R Taylor, J Utting and J Winder

In attendance: Mrs. S Robson - Town Clerk

There was one member of the press present and three members of the public and a representative of the Police.

**20/03#37 Apologies for Absence**  
Councillors K Fowler, I Gumm, D Lister, E O’Driscoll, and B Pope

**RESOLVED – to accept the apologies given**

**20/03#38 Declarations of Interest**  
None declared.

**20/03#39 Applications for Dispensations**  
None

**20/03#40 Report from Ross Police**  
The PCSO reported a new initiative to tackle street drinking has commenced and a number of Community Protection Notices have already been issued. Members asked how effective this would be and it was noted that whilst it is quite a lengthy process it can result in a Court Order being issued with the power to arrest. The question of signage was raised again, and it was understood this was being dealt with by officers at HC and liaison with the Police to ensure the most appropriate locations are identified to install signs.  
Members asked questions in relation to an on-going problem of traffic parking in restricted areas along Walford Road. The PCSO confirmed her intention of putting notices on cars to hopefully discourage further occurrences.  
Additional patrols were requested in the Waterside area due to incidents of vandalism and anti-social behaviour.

7.15pm the PCSO left the meeting

**20/03#41 To welcome Mr. Nathan Hudson (Emergency Services Operations Delivery Director) and Mr. Murray MacGregor (Communications Director) from West Midlands Ambulance Service to discuss the announced closure of the Ross Station.**  
Mr. Macgregor was welcomed to the meeting, he apologised that Mr. Hudson had been unable to attend due to involvement with operational planning for the coronavirus outbreak. He reported how the Service has changed and how over the last fifteen years it has seen an annual 5% rise in demand.  
Changes in how the Service is monitored have been introduced with the aid of the Ambulance Response Programme and an analysis of data provided by NHS England on calls has revealed significant improvements in the efficiency of the Service. The data analysis also showed that the ‘Ross ambulance’ spent very little time in Ross other than at the start and end of shifts.

The close of the Station in Ross is part of the 'Make Ready' programme of delivering performance improvements and not as a result of having to make financial savings. The financial gains though are able to provide increased numbers of paramedics and ambulances available throughout the County and there is now a paramedic on every vehicle. Other benefits of the Hub include ensuring that clinicians are no longer cleaning and restocking the vehicles. The challenges of reaching rural areas continue but ambulances are always deployed on the basis of the nearest one available being sent.

An independent review has shown the West Midlands Ambulance Service to be the best performing in the Country, despite being the worst funded. The model is demonstrating that the Service has a good record of ensuring it makes its money go further.

Concerns which were expressed regarding the location of Ross being on the outer edge of the geographical area were addressed and Members were informed that ambulances from other county areas such as Gloucestershire and Wales could also be used in an emergency situation. A question was asked in relation to response times and reassurances were requested that should the response times deteriorate that the decision to close the local station could be reviewed.

Members relayed their dissatisfaction at the lack of consultation with the community prior to the announced closure and urged that any proposed future changes could be part of an engagement process with the local and unitary councils.

The Chairman thanked Mr. MacGregor for attending.

The Council agreed to request a monitoring data from the Service in 12 months' time to see if the new model was delivering the same quality of service in Ross as previously.

7.45pm Mr. Macgregor left the meeting

**20/03#42 Public Participation**

None

**20/03#43 To resolve to exclude members of the press and public**

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.

**20/03# 44 Full Council Meeting Minutes**

To confirm and sign the minutes of the ordinary meeting of Council held on Monday 10<sup>th</sup> February 2020.

**RESOLVED – that the minutes of the ordinary meeting of Council held on Monday Monday 10<sup>th</sup> February 2020 be signed as a correct record.**

**20/03#45 Committees – to receive and note the minutes of the following meetings and approve any recommendations;**

Planning & Development Committee	28 <sup>th</sup> January 2020	
Amenities Committee	17 <sup>th</sup> February 2020	
Planning & Development Committee	18 <sup>th</sup> February 2020	
Policy & Management Committee	25 <sup>th</sup> February 2020	
C M & T Committee	3 <sup>rd</sup> March 2020	Deferred

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

**20/03#46 Working Groups**

- i) **to receive and note the updated schedule of proposed meetings from the relevant conveners.**

There were no updates from the Working Groups.

- ii) **to receive and consider recommendations from the Governance Working Group** (report and proposed amended Scheme of Delegation enclosed)

A deferment was requested for this item pending the outcome of advice sought from NALC regarding the proposed new governance arrangements and the need for ensuring lawful compliance. This would be brought back to Council for consideration at the April meeting.

**20/03#47 Mayor's Announcements**

To receive a verbal report from the Mayor.

The Mayor reported there were a number of significant things happening, including the NDP referendum which would be taking place on Thursday April 2<sup>nd</sup>. She advised this was the culmination of five year's work. Members were notified that leaflets had been printed and volunteers were sought to help with the door-to-door deliveries across town. In addition, a number of banners have been commissioned and they would be going up around town within the next week.

The Annual Town Meeting will be held at the Larruperz on Monday 6<sup>th</sup> April, the meeting is always well attended and provides an opportunity for local people to ask questions of their elected representatives. There are two key issues for the agenda, the Council's response to the Climate Emergency and the launch of the Ross Good Neighbours Scheme, which is the Mayor's Charity this year.

Members were also reminded that the Mayor's Ball would be taking place on Saturday 14<sup>th</sup> March at the Larruperz and were asked to support the event to raise funds for the Mayor's Charity.

**20/03#48 Town Clerk's Report – to receive and note the update from the Town Clerk**

- The Council was informed of the need to amend its Standing Orders as a result of the proposed new governance structure and a proposal would be laid on the table at the April meeting for adoption at the May Annual Meeting of the Council.

**20/03#49 Finance– Income & Expenditure 2019/2020**

To review the budget information for the year to date.

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

**20/03#50 Finance – Accounts for payment**

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

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

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

**20/03#51 Notice of Motion received from Cllr Lister received on 24<sup>th</sup> February 2020**

‘that this Council agree to set up a Working Group comprising councillors, local business owners and residents to work with the Emergency Planning Team at Herefordshire Council. The aim of the Group will be to help identify the risks to the community and develop a community resilience plan which will help enable the community to respond to any major incident or emergency’.

Members recognised the benefits of working with the community to improve resilience in the event of emergencies and to seek out gaps in the provision of assistance based on recent events. It was noted the Plan was not simply as a response to deal with flooding but would include other emergency events and scenarios.

Details of the first meeting would be circulated in due course.

A formal vote of thanks to Cllr Daniel Lister was proposed for all his hard work and efforts within the town in the aftermath of the flooding.

Proposed: Councillor Bartrum  
Unanimous

Seconded: Councillor Symonds

**RESOLVED – to appoint Councillors Lister, Cole and Winder, a representative of the Community Development Trust - Jane Roberts, and a representative of the business community – Leon Davies to the Emergency Planning Working Group. The Group was giving authority to appoint other members as necessary.**

**20/03#52 Reports from official representatives on Outside Bodies**

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

Basement Youth Trust	Cllrs C Bartrum, B Howson	The group is going from strength to strength and growing in numbers despite normal seasonal fluctuations
Betzdorf Twinning Association	Cllr P Cutter	Preparations for the visit at the end of May are well in hand
Board of the Community Association	Cllrs K Fowler, D Lister	Not present
Condé Twinning Association	Cllr J Roberts	A civic reception will be hosted in the Larruperz
Education Foundation	Cllr J Roberts	No meeting
Friends of St Mary's	Cllr C Bartrum	There will be a delay with the lighting scheme due to the location of one of the lighting pits
HALC Area Committee	Cllr D Ravenscroft	Written report circulated
HALC Executive	Cllr D Ravenscroft	Written report circulated
Market Towns Forum	Cllrs D Lister, J Roberts	A useful first meeting with speakers on S106 and CIL. The new format offers the prospect of improved communication between the towns and HC
Namutumba Twinning Association	Cllr J Roberts	Nothing to report
Parochial Church Council	Cllr R Taylor	Meeting taking place soon
Ross Business Association	Cllr T Burford	Nothing to report
Ross Charity Trustees	Cllrs P Cutter, J Roberts	Plans to develop Cawdor continue
Ross Community Development Trust	Cllr E O'Driscoll	The Good Neighbour Scheme will be launched on April 6 <sup>th</sup>
RCLCUC	Cllr Burford	Nothing to report
Ross Fairtrade Group	Cllr B Pope	Not present
Ross in Bloom	Cllr T Burford	The 'in bloom' judging date is 3 <sup>rd</sup> July. The Group is busy promoting the town and seeking sponsors for hanging baskets and planters
Ross Library Development Group	Cllr E O'Driscoll	An exciting forward programme of events has been developed

Ross Sports Club	Clrs D Ciolte, J Winder	The Assoc had been badly hit by the flooding and is working closely with many partners to ensure the Club can be operational again shortly
Town Team	Clr T Burford	Invitations are sought for applications for the remaining funds
Tudorville & District Community Centre	Clr P Symonds	AGM is being held this week
Walkers are Welcome	Clr R Taylor	Leaflets for the Festival have been printed and bookings are now being taken

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

There being no further business the meeting closed at 8.25pm

.....  
Chairman

.....  
Date

**Diary Engagements: 11th February 2020 – 9<sup>th</sup> March 2020**

**Mayor**

<b>Start</b>	<b>Subject</b>	<b>Location</b>
Sun 23/02/2020 12:00	Ross-on-Wye Pancake Race Event	Ross-on-Wye

**Deputy Mayor**

<b>Start</b>	<b>Subject</b>	<b>Location</b>
Thu 05/03/2020 16:30	St. Joseph’s Catholic Primary School Event	The Avenue, Ross-on-Wye



# Ross-on-Wye Town Council

## Minutes of the Annual Meeting of the Full Council held on Monday 4<sup>th</sup> May 2020 at 7.00pm

The meeting was conducted on-line in accordance with  
[Local Authorities \(Coronavirus\) \(Flexibility of Local Authority Meetings\) \(England\) Regulations 2020](#)

Present: Councillor J Roberts – Outgoing Chairman and Councillor D Lister – Incoming Chairman  
Councillors C Bartrum, T Burford, D Ciolte, S Cole, P Cutter, I Gumm, E O’Driscoll  
D Ravenscroft, L Stark, P Symonds, R Taylor, J Utting and J Winder

In attendance: Mrs. S Robson - Town Clerk, Mrs. R Lewis – Projects Officer and  
Mrs. H Holmes – Finance & Administration Assistant

There were no members of the press present and six members of the public

### 19/05#53 Election of Mayor (Chairman of the Council) and Acceptance of Office

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

Proposed: Councillor Stark  
Unanimous

Seconded: Councillor Cutter

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

**RESOLVED – that Councillor Lister 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.**

7.05pm Councillor Lister took over chairing the meeting from Councillor Roberts.

The Mayor signed the Declaration of Acceptance of Office.

### 19/05#54 Election of Deputy Mayor

The Chairman invited nominations and Councillor Winder was nominated and accepted the nomination as Deputy Chairman of the Council and Deputy Mayor.

Proposed: Councillor Roberts  
Unanimous

Seconded: Councillor Bartrum

**RESOLVED – that Councillor Winder be elected as Deputy Mayor and Deputy 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.**

7.08pm Two members of the public left the meeting.



**20/05#55 Mayor's Announcements**

To receive a verbal report from the Mayor.

The Mayor thanked his fellow councillors for their support, trust and confidence and said how overwhelmed and pleased he was to have been elected as mayor for the coming year. He thanked Councillors Roberts and Bartrum for their support during his term as Deputy Mayor and expressed his gratitude to Councillor Roberts noting her incredible hard work and passion.

Members were informed of Councillor Lister's desire to return to civic customs and traditions which have developed over many years and noted the importance of having a sense of pride for the town. His aim of involving young people in the Council would hopefully give an interesting insight into its work.

Councillor Lister advised of his intention during his mayoral year to make young people's work the focus of his fund-raising activities in recognition of their importance to growth and development. He expressed how without the interaction of such groups and clubs many young people could get lost along the way.

Finally Councillor Lister noted that in lieu of the traditional mayor making ceremony he wished to host a parade through the town in celebration of the NHS, care workers, key workers and volunteers groups within Ross that have brought the town together. He recognised how hard everybody has worked to keep the town safe and running and said how heart warming it is to see the community coming together helping and supporting each other in so many ways.

7.10pm Councillors Cole and O'Driscoll joined the meeting

**20/05#56 Apologies for Absence**

Councillors K Fowler, B Howson and B Pope

**RESOLVED – to accept the apologies given**

7.13pm One member of the public left the meeting

**20/05#57 Declarations of Interest**

*Agenda Item 20/05 #63*

Councillor J Utting declared an 'other declarable interest' - welfare on the basis that a family member is on the Town Team Committee

Councillor T Burford declared an 'other declarable interest' - financial on the basis she is a committee member of Ross in Bloom which is applying for a grant from the Town Team

*Agenda Item 20/05 #64*

Councillors E O'Driscoll and J Roberts declared a Schedule 2 Interest being trustees of Ross Community Development Fund

Councillors I Gumm, D Lister and J Winder declared an 'other declarable interest' - welfare on the basis they are volunteers for Ross Community Development Fund

Councillors D Ravenscroft declared an 'other declarable interest' - finance on the basis he is a recipient of services of Ross Community Development Fund

7.20pm Councillor Taylor joined the meeting

*Agenda Item 20/05 #65*

Councillors P Cutter and I Gumm declared an 'other declarable interest' - welfare on the basis they have personal connections with the Armed Forces services.

**20/05#58 Applications for Dispensations**

The Council was advised of a number of requests for dispensations for Agenda Item 20/05#64 which had been received by the Clerk. It was noted that advice regarding the requirement of such applications had been sought from HALC for clarification.

Councillors Roberts and O'Driscoll requested a dispensation to allow them to remain in the meeting, take part in the discussion but not to vote

Councillors Lister and Winder requested a dispensation to allow them to remain in the meeting, take part in the discussion and vote

Proposed: Councillor Ravenscroft  
Unanimous

Seconded: Councillor Cutter

**RESOLVED – to approve the requests for dispensations based on the need for the efficient and effective conduct of the Council's business.**

**20/05#59 Public Participation**

A local GP addressed Council to express his view regarding the importance of the Ross Community Development Trust (CDT) particularly as a GP being interested in the effects of loneliness and isolation on the medical presentation of patients. The CDT has been working on its programme for a couple of years, but Coronavirus has fast forwarded the work in a very short space of time. He noted there has been an amazing amount happening which shows how strong and resilient Ross is as a town, which has made a huge difference to those within the medical profession. He expressed support for the CDT to have someone in an administrative role and the Council's help in supporting the development of the programme which will form an important part of activity for the town to be able to look after the most vulnerable.

The Mayor encouraged people to participate in a local survey being co-ordinated through the GP Surgeries and CDT about Coronavirus as information sharing is very important at this time.

A former councillor addressed the meeting and recalled the time when she and Councillor Lister first became elected and remarked on his amazing achievement. She thanked Councillor Roberts for everything which she has done and the Town Council for everything which had been achieved over the last year. She also endorsed the comments about the CDT and made known her desire that the Council should support its work in line with the motion proposed.

**20/05#60 To resolve to exclude members of the press and public**

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.

**20/05#61 Full Council Meeting Minutes**

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

To confirm and sign the minutes of the ordinary meeting of Full Council held on Monday 9<sup>th</sup> March 2020.

**RESOLVED – that the minutes of the ordinary meeting of Council held on Monday Monday 9<sup>th</sup> March 2020 be signed as a correct record.**

**20/05#62 Committees – to receive and note the minutes of the following meetings and approve any recommendations;**

C M & T Committee

3<sup>rd</sup> March 2020

Proposed: Councillor Roberts  
Unanimous

Seconded: Councillor Cutter

**RESOLVED: to approve the recommendation that the unspent capital funds (Christmas Lights) are transferred into an Ear Marked Reserve account.**

Planning & Development Committee

10<sup>th</sup> March 2020

Amenities Committee

16<sup>th</sup> March 2020

Finance & Personnel Committee

17<sup>th</sup> March 2020

Proposed: Councillor O’Driscoll  
Unanimous

Seconded: Councillor Gumm

**RESOLVED – to approve the recommendation to transfer of £162.88 from the Market Store Grant EMR to the Town Team Portas Grant EMR**

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

**20/05#63 Finance – EMR Town Team Portas Grant**

Proposed: Councillor Cutter  
Unanimous

Seconded: Councillor Utting

**RESOLVED**

- i) to approve the payment of £72.00 to Tindle Newspapers for the cost of advertising the grant scheme.**
- ii) to approve release of the remaining balance in the sum of £3555.38 to the Ross Town Team Committee for the distribution to grant applicants at its discretion.**

**20/05#64 Notice of Motion received from Councillor Ed O’Driscoll on 17th April 2020 ‘that this Council recognises the importance of the extraordinary work currently being undertaken by Ross-on-Wye Community Development Trust through its Good Neighbours Scheme. Providing vital assistance for those in isolation either through age, infirmity, or infection for the duration of the COVID19 crisis is critically important and financial support from the Town Council at this time is both a duty and a necessity. We therefore offer an initial grant of £10,000 to the Trust as a contribution towards their mounting overheads and will monitor the situation making future payments should the need arise’**

The Chairman reminded Council of the wonderful work which the CDT in currently involved with. There were questions raised in relation to the financial status and governance arrangements in place, in line with terms and conditions for other grant awards the Council makes. It was noted some grants have already been received for running costs but there has not been any funding specifically for recruiting a member of staff. There was a need to ensure funding to enable a strong and resilient charity, sound and fit for purpose to enable people can get the help and support they need. The Good Neighbours Scheme has been in the making for a long time, but it had to be fast tracked over the last six weeks to respond to the current crisis. It was brought to Council’s attention the need for there to be a distinction between what the volunteers could be expected to do and the responsibilities which paid staff could undertake. There needed to be a step change from being a charity relying entirely on volunteers towards a charity with a paid member of staff able to take on the necessary and important admin roles.

Proposed: Councillor O’Driscoll  
For: 11 Abstention: 4

Seconded: Councillor Symonds

**RESOLVED – that in accordance with the provisions within the Localism Act 2011 ss 1-8 the Council exercise its right to use the General Power of Competence to authorise a grant of £10,000 for the purposes of enabling Ross Community Development Trust to employ a part time member of staff. The monies to be paid in full, immediately, from the Council’s General Reserve fund.**

**20/05#65 Herefordshire Armed Forces Community Covenant**

To approve signature and confirm the Town Council’s pledge of support and commitment to be ‘armed forces friendly’ by signing the Armed Forces Covenant.

Proposed: Councillor Gumm  
For: 14 Abstention: 1

Seconded: Councillor Utting

**RESOLVED – that the Council confirms its pledge of support by authorising the Chairman to sign, on its behalf, the Herefordshire Armed Forces Community Covenant.**

There being no further business the meeting closed at 8.00pm

.....  
Chairman

.....  
Date



# Ross-on-Wye Town Council

## Minutes of the Ordinary Meeting of the Full Council held on Monday 13<sup>th</sup> July 2020 at 7.00pm

The meeting was conducted on-line in accordance with  
[Local Authorities \(Coronavirus\) \(Flexibility of Local Authority Meetings\) \(England\) Regulations 2020](#)

Present: Councillor D Lister – Chairman  
Councillors C Bartrum, T Burford, S Cole, P Cutter, K Fowler, I Gumm, E O’Driscoll  
B Pope, D Ravenscroft, J Roberts, L Stark, P Symonds, R Taylor, J Utting and J Winder

In attendance: Mrs. S Robson - Town Clerk and Mrs. H Holmes – Finance & Administration Assistant

There were no members of the press present and no members of the public

### 20/07#66 Apologies for Absence

Councillors D Ciolte and B Howson

**RESOLVED – to accept the apologies given**

### 20/07#67 Declarations of Interest

Councillor Ravenscroft declared an ‘Other Declarable’ Interest ‘Finance’ in Agenda Item 20/07#79 as there was a cheque payable to him for the re-imbusement of expenses.

### 20/07#68 Applications for Dispensations

To receive Councillors’ applications for dispensations.  
None

### 20/07#69 Report from Ross Police (for information only)

Not present

### 20/07#70 Public Participation

[Standing Orders Clause 3 \(e, f, g & h\)](#)

Members of the public may make representations, answer questions, and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. The period of time designated for public participation at a meeting shall not exceed 15 minutes unless directed by the chairman of the meeting. Subject to the above a member of the public shall not speak for more than five minutes. In accordance with this, a question shall not require a response at the meeting not start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.

None present

It was noted that Mrs. Wilce, a resident of Ross-on-Wye had recently passed away, she had been a regular attendee at council meetings. The Council wished to note her passing and the Mayor agreed to send a condolence card on behalf of the Council.

### 20/07#71 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.

**20/07#72 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 4<sup>th</sup> May 2020.

**RESOLVED – that the minutes of the Annual meeting of Council held on Monday Monday 4<sup>th</sup> May 2020 be signed as a correct record.**

**20/05#73 Mayor’s Announcements**

To receive a verbal report from the Mayor.

The Mayor reported he had been very active in recent weeks, including visiting two new businesses that had opened in town. He also attended the flag raising for the marking of the start of the Armed Forces Week and also signed the Armed Forces Covenant. The ‘knowing me knowing you’ weekly zoom sessions have been running for a few weeks and to date have been successful. The judging of the Ross Good Neighbours Photo Competition was very well organised, and the standard of entries was outstanding.

Finally a report was made to confirm that HC has completed its consultation on Emergency Active Travel measures and the proposed restriction to traffic on Broad Street would not be going forward, however the introduction of a new 20mph zoned area had been approved for implementation.

A vote of appreciation to the Chairman and Deputy was proposed for their efforts in recent weeks trying to encourage a one-way pedestrianised system in town.

**20/07#74 Town Clerk’s Report – to receive and note the verbal update from the Town Clerk**

Staff were thanked for the continuing commitment to work shown during the crisis and special recognition was given to those members of staff working to keep the public toilets open.

Council was advised that the transfer of land between the Larruperz Centre and the Ryefield Centre is almost complete, HC is arranging the Transfer document for sealing.

**20/07#75 Internal Audit 2019/2020**

To receive and consider the Internal Audit Report (2019/20) Final and accept the conclusions.

The Chairman of the Finance & Personnel Committee confirmed he felt the procedures for internal control are robust and that processes are satisfactory.

Proposed: Councillor Utting  
Unanimous

Seconded: Councillor Fowler

**RESOLVED – to receive the Internal Audit report and accept the conclusions.**

7.30pm One member of the press joined the meeting

**20/07#76 Finance – External Audit 2019/2020 Section 1 - Annual Governance Statement**

[Local Audit and Accountability Act 2014 \[Accounts and Audit Regulations 2015\]](#)

To acknowledge and confirm the Council’s responsibilities for ensuring a sound system of internal control has been met and to approve the assertions contained within the Annual Governance Statement and authorise the Chairman and the Clerk to sign the Return.

Proposed: Councillor Utting  
Unanimous

Seconded: Councillor Burford

**RESOLVED – to approve the signing of the Annual Governance Statement for the financial year 2019/2020.**

**20/07#77 Finance – External Audit 2019/2020 Section 2 - Accounting Statements**

[Local Audit and Accountability Act 2014 \[Accounts and Audit Regulations 2015\]](#)

To confirm the Accounting Statements present fairly the Council's financial position and approve authority for the Chairman to sign the Accounting Statements.

Proposed: Councillor Utting  
Unanimous

Seconded: Councillor Winder

**RESOLVED to approve authority for the Chairman to sign Section 2 – The Accounting Statement for the year 2019/2020 confirming they present fairly the Council's financial position.**

**20/07#78 Finance– Income & Expenditure 2020/2021**

To review the budget information for the year to date.

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

**20/07#79 Finance – Accounts for payment**

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

To receive and note items of expenditure paid since the last meeting and accept schedule of updated payments.

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

**20/07#80 Finance – 2019/2020**

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.**

**20/07#81 Town Clerk's Delegated Powers.**

[Local Government Act 1972 s101](#)

The Town Clerk will give Council details of any matters dealt with under delegated powers since the last meeting.

**RESOLVED – to receive and note the report which is appended to the minutes.**

**20/07#82 Notice of Motion received from Cllr Utting received on 1<sup>st</sup> July 2020**

*that 'this Council recognises the impact of COVID 19 to the Businesses that operate within Ross, particularly its shops. Therefore it is requested that all committees reevaluate their budgets and priorities by the September Full Council meeting to identify funds that could be allocated to attract visitors and residents alike to our high street. The Community, Markets & Tourism committee is specifically requested to propose ideas for consideration. In the meantime a budget of £50k from general reserves is provisionally allocated for this initiative'.*

A view was expressed for the need to give an indication of an allocated budget to the CM&T Committee to allow them an idea of how much is available for projects to support local businesses and encourage people to visit our high street. It was noted that there is a risk that planned events might need to be cancelled if there is a second phase of the Covid Pandemic. It was noted there is a HC Summit taking place soon which will enable a bespoke plan to consider how best to generate economic development, to which all county councillors have been invited. A question was asked if the proposed £50k allocation was in addition to the £25k which has already been budgeted for Tourism Strategy/Town Events. The chairman of the CM&T suggested this item would be given priority to ensure progress could be made quickly, although it was not limited in scope to the CM&T Committee members.

Proposed: Councillor Utting  
Unanimous

Seconded: Councillor O'Driscoll

**RESOLVED – to provisionally allocate £50k from the Council’s General Reserves, of which £25k of the Tourism Strategy Budget/Town Events 2020/21 could be used to offset or reduce the call on reserves.**

**20/07#83 To consider request from Councillor Becky Howson for a leave of absence from Council business for a period of six months.**

Proposed: Councillor Cutter  
Unanimous

Seconded: Councillor Gumm

**RESOLVED – to approve a leave of absence for Councillor Howson for up to six months with effect from the date of this meeting.**

**20/07#84 Appointments to Committees**

To receive and accept Councillor Winder’s resignation from the Planning & Development Committee and to appoint another member to the committee.

Proposed: Councillor Winder  
Unanimous

Seconded: Councillor Pope

**RESOLVED – to receive Councillor Winder’s resignation and appoint Councillor Roberts to the Planning & Development Committee.**

**20/07#85 To confirm date of next meeting and propose items for consideration.**

The next scheduled meeting will be on 14<sup>th</sup> September

The Chairman agreed to call an Extra Ordinary Meeting on Monday 27<sup>th</sup> July in accordance with Standing Order 6b following a written request by two councillors to discuss the recommendations from the Governance Working Group deferred from March 2020.

In addition, other proposed items of business include:

- Review of the arrangements for the priorities in the four-year plan.
- Review of HC Summit regarding the outcome of discussions in relation to the Market Towns Economic Investment Plans.
- CM&T recommendations re Resolution 20/07#82.

It was also proposed to hold an extra ordinary meeting in August, date to be confirmed.

Proposed items for consideration to be deferred for a future meeting  
Smartwater Initiative/Citizens Advice Bureau Review/St Mary’s Churchyard – Covid Memorial

There being no further business the meeting closed at 8.52pm

.....  
Chairman

.....  
Date

**Diary Engagements: 5th May 2020 – 13<sup>th</sup> July 2020**

**Mayor**

<b>Start</b>	<b>Subject</b>	<b>Location</b>
Tue 05/05/2020 10:30	Mayor’s Chain Handover	Market Place



Wed 27/05/2020 13:00	Knowing me, Knowing you - Mayor's Zoom meeting with residents of Ross	Corn Exchange
Wed 03/06/2020 11:45	Site Visit for proposed new memorial	St Mary's Churchyard
Wed 03/06/2020 12:30	Zoom meeting with the High Sheriff of Herefordshire Patricia Thomas	Corn Exchange
Wed 03/06/2020 13:00	Knowing me, Knowing you - Mayor's Zoom chat with residents of Ross	Corn exchange
Mon 22/06/2020 11:00	Armed forces Flag Raising Ceremony	Market Place
Thu 25/06/2020 16:00	Armed Forces Covenant signing	Corn Exchange
Fri 17/07/2020 11:00	Footpaths Site Meeting	St Mary's Churchyard

### Deputy Mayor

Start	Subject	Location
Tue 05/05/2020 10:30	Chain Handover	Market House
Wed 03/06/2020 11:45	Site Visit for proposed new memorial	St Mary's Churchyard
Mon 22/06/2020 11:00	Armed forces Flag Raising Ceremony	Market House

### Report to Full Council on decisions made using delegated authority

#### Amenities Committee

May - Authorise planting of town's Hanging Baskets - in consultation with committee chairman – expenditure of £750.00

June - Grounds Maintenance works to licenced site adjacent to Halo – in consultation with committee chairman – expenditure of £475.40 plus vat

#### Finance Committee

March – Subscription for 'log me in' software for staff working remotely to enable computer access to the networked drive– in consultation with chairman – expenditure of £35.00 per licence per month – no contract

April - Fastershire Grant Application submitted towards 6 month 'pro' zoom licence - funding received £72

April – Application for HC Covid 19 Small Business Grant – funding received £10,000

April – Monthly subscription for 'pro' zoom licence – in consultation with chairman – expenditure of £11.99 per month - no contract

#### Planning Committee

31<sup>st</sup> March/21<sup>st</sup> April/26<sup>th</sup> May/23<sup>rd</sup> June - planning application recommendations made in consultation with all councillors

May – Authority for NDP Consultants to draft response in relation to enquiry from Walford PC – decision taken in consultation with committee chairman – expenditure of £80 plus vat

#### P&M Committee

Rental holiday offered for March - June quarter on retail unit lease at 7 High Street – in consultation with committee chairman

#### Misc

Cost of pavement signage for one-way pedestrianised system – in consultation with chairman – expenditure of £400.00 plus vat



# Ross-on-Wye Town Council

**Minutes** of the extra ordinary meeting of the **Full Council**  
held on Monday 27<sup>th</sup> July 2020 at 7.00pm

The meeting was conducted on-line in accordance with  
[Local Authorities \(Coronavirus\) \(Flexibility of Local Authority Meetings\) \(England\) Regulations 2020](#)

Present: Councillor D Lister – Chairman  
Councillors C Bartrum, S Cole, P Cutter, K Fowler, I Gumm, E O’Driscoll, B Pope, D  
Ravenscroft, J Roberts, L Stark, P Symonds, R Taylor, J Utting and J Winder

In attendance: Mrs. S Robson - Town Clerk and Mrs. Lewis – Project Officer  
There were no members of the press present and one member of the public.

**20/07#86 Apologies for Absence**

Councillors D Ciolte and B Howson  
Councillor T Burford was unable to attend due to technical difficulties with the connection

**RESOLVED – to accept the apologies given**

**20/07#87 Declarations of Interest**

None

**20/07#88 Applications for Dispensations**

None

**20/07#89 Public Participation**

None

**20/07#90 To resolve to exclude members of the press and public**

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 items for exclusion.

**20/07#91 To receive and consider recommendations from the Governance Working Group  
[Deferred from Full Council Meeting on 9<sup>th</sup> March 2020 Agenda Item 20/03#46]**

There were a range of opinions expressed both in favour of and against and a number of questions were raised. The advice from NALC that the proposed model was not unlawful was reported.

Members in favour felt that the new structure would offer a greater spread of work of the role of Chairman of the Council/Mayor by focusing on the ceremonial part of the role and the external facing responsibilities. This would open up opportunities for councillors with employment and family commitments to become mayor, although it was recognised this was a busy role with having to attend many events. The new structure would provide a better fit for the challenges the Council faces as duties expand.

Members were informed that the move towards introducing a Management Committee comprising all councillors to replace many of the functions of Full Council was not politically motivated but designed around utilising people's skill sets.

The Chairman reported there are employer schemes available that will allow councillors to take time off for civic duties and to enable them to carry out their role as an elected member. This would open up opportunities for working age people to take on the role and therefore would no longer appeal exclusively to people who had retired. He expressed concerns about the risk of the Chairman of the Council becoming disconnected from the community and that the existing arrangements to share the load with a deputy worked well whilst also providing a learning experience during the term of office. He noted that many of the engagements and meetings are held during the day in any event. There was apprehension voiced about the splitting of the role and perceptions that the importance of the civic leader role would be diluted. The current arrangements already satisfy the need to spread the workload as there are sixteen other councillors and county councillors.

The Chairman expressed disappointment that his request, based on advice from the Council's proper officer and HALC to defer making any decision until additional information could be sought on the potential impact to the Council had been ignored. When a question was asked regarding the scope of investigation in relation to previous mayors' experiences, it appeared to be very limited. The Chairman felt a delay should be approved to allow for investigations to be made with towns where a similar model had been introduced and he expressed his opinion there had been little evidence provided to support the proposed model.

The Chairman responding to the legal advice from NALC stating that the arrangements might be lawful but it was difficult to see how the proposal demonstrated how the restructure would be in the best interests of the town.

Proposed: Councillor Roberts  
Cutter

Seconded: Councillor

For: 10 Against: 5

**RESOLVED – to accept the recommendation of the Working Group to approve the proposed new committee structure.**

**20/07#92 Committees Appointments**

To confirm existing committees and working group membership with current chairmen and outside body representatives continue unchanged until the next Annual meeting of the Town Council, or sooner should the Council wish to change.

Proposed: Councillor Gumm  
Bartrum  
Unanimous

Seconded: Councillor

**RESOLVED – that the membership of committees, working groups and outside body representatives remain unchanged pending the introduction of the new committee structure.**

8.15pm Councillor Symonds left the meeting

**20/07#93 Schedule of Meetings 2020/2021**

- i) to confirm all council meetings, including committees, continue as scheduled and to be held virtually until May 2021.
- ii) to request the Clerk investigate, including costings, options to enable hybrid meetings to be held such that Councillors can choose to attend in person (appropriately socially distanced) in a room, and allow members of the public to participate either in person or virtually. The May 2021 expiry date is to align with current legislation permitting parish Councils to hold virtual meetings.

Proposed: Councillor Utting  
O'Driscoll

Seconded: Councillor

Unanimous

**RESOLVED – to confirm the Schedule of Meetings for 2020/21 and authorise the Clerk to investigate suitable options as outlined in the motion.**

**20/07#94 To agree arrangements for a review of the four-year plans which emerged from the 2019 Away Day.**

It was noted that priorities in the Plan would have changed as a result of the Covid Pandemic and the Council recognised there would be a certain amount of overlap with work needed to create the Economic Development Masterplan. It was therefore deemed appropriate to merge this item into discussions about the Market Towns' Summit and agree new priorities and outcomes.

8.22pm Councillor Cutter left the meeting

Proposed: Councillor Roberts  
Unanimous

Seconded: Councillor Pope

**RESOLVED – to ensure the priorities identified in the four-year plan are considered within the wider remit of the town's Masterplan.**

**20/07#95 To receive a verbal report from the Market Town Summit on Herefordshire Council's initiative to create Economic Development Masterplans for each of the market towns.**

The Council was appraised of the discussions held as part of the Market Towns' Summit and the availability of funding for capital projects which will help deliver economic growth to the county's towns. The aim is to create an Economic Development Masterplan which will span twenty/thirty years and outline a series of priorities.

It was recognised that the objectives within the Neighbourhood Development Plan would provide some of the policy framework to encourage growth along with social and cultural development.

The Clerk was tasked with looking at setting up a meeting with key stakeholders to discuss the long-term vision and how to achieve that through short to medium term steps.

**20/07#96 To receive a verbal report from the Community, Markets & Tourism Committee Chairman regarding the Committee review of the Tourism Strategy's Action Plan and any proposed new priorities.**

The Committee Chairman reported the meeting had been well attended and some exciting initiatives had been discussed in addition to the Tourism Strategy Action Plan. One of the key priorities would be to bring forward the projects for digital tourism portals as well as the Museum Without Walls project. It is recognised that outdoor attractions would be perfect at this current time with people preferring to be outside.

The Committee will also be making a formal recommendation to engage a Tourism/Events Manager for a six-month term to work on marketing and development for events and projects.

9.00 pm Proposed: Councillor Utting  
Unanimous

Seconded: Councillor Gumm

**RESOLVED – to approve to extend the meeting by fifteen minutes**

It was also noted that plans are being considered to facilitate a service area for takeaway food and drinks at the Market House but that further information was being sought.

9.04 pm Councillor Ravenscroft left the meeting

An extra ordinary CM&T Committee was called for at the earliest opportunity to progress these ideas with recommendations to be brought back to Full Council.

**20/07#97 To confirm date of next meeting and propose items for consideration.**

The next scheduled meeting will be on 14<sup>th</sup> September

The Chairman agreed to call another Extra Ordinary Meeting on Monday 17<sup>th</sup> August to approve the necessary amendments to the Council's policies to mirror the agreement for the arrangements approved under the governance restructuring.

Other items of business at that meeting will include:

- Update on progress regarding plans for an Economic Development Masterplan
- CM&T Recommendations from the extra ordinary meeting

There being no further business the meeting closed at 9.15pm

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Chairman

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# Ross-on-Wye Town Council

**Minutes** of the extra ordinary meeting of the **Full Council**  
held on Monday 17<sup>th</sup> August 2020 at 7.00pm

The meeting was conducted on-line in accordance with  
[Local Authorities \(Coronavirus\) \(Flexibility of Local Authority Meetings\) \(England\) Regulations 2020](#)

Present: Councillor D Lister – Chairman  
Councillors C Bartrum, D Ciolte, S Cole, P Cutter, E O’Driscoll, B Pope, D Ravenscroft,  
J Roberts, L Stark, P Symonds, R Taylor, J Utting and J Winder

In attendance: Mrs. S Robson - Town Clerk and Mrs. R Lewis – Project Officer  
There were no members of the press or public present.

The Chairman called for a minute’s silence to commemorate the Rev. Derek Bedford, a former councillor and mayor who had recently died.

**20/08#98 Apologies for Absence**

[Local Government Act 1972 s85\(1\)](#)  
Councillors K Fowler, I Gumm and B Howson

**RESOLVED – to accept the apologies given**

**20/08#99 Declarations of Interest**

[Local Authorities \(Model Code of Conduct\) Order 2007 SI No. 1159](#)  
None

**20/08#100 Applications for Dispensations**

None

**20/08#101 Public Participation**

[Standing Orders Clause 3 \(e, f, g&h\)](#)  
None

**20/08#102 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  
O’Driscoll  
Unanimous

Seconded: Councillor

**RESOLVED – that the agenda item 20/08#111 be treated as confidential on the grounds of commercially sensitive information and be dealt with after the public (including the press) have been excluded.**

**20/08#103 Full Council Meeting Minutes**

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

To confirm and sign the minutes of the ordinary meeting of Full Council held on 13<sup>th</sup> July 2020 and the minutes of the extra ordinary meeting of Full Council held on 27<sup>th</sup> July 2020.

**RESOLVED – that the minutes of the ordinary meeting of Full Council held on Monday 13<sup>th</sup> July 2020 and the extra ordinary meeting of Full Council on Monday 27<sup>th</sup> July 2020 be signed as a correct record.**

**20/08#104 Committees – to receive and note the minutes of the following meetings and approve any recommendations;**

Amenities Committee

20<sup>th</sup> July 2020

**RESOLVED – to continue with the existing lease on a monthly rolling basis to allow for further investigations to be made in relation to the purchase of a second-hand diesel vehicle. The Committee agreed that the search criteria should stipulate the vehicle be no more than a two-year-old vehicle with a maximum value of £25k.**

Council was appraised that investigations into the purchase of a vehicle had been concluded. It was therefore recommended that authority for capital expenditure from the general reserves be approved on the basis of the Committee recommendation.

Proposed: Councillor Roberts

Seconded: Councillor

Winder

For: 5 Against: 3 Abstentions: 6

The motion was carried.

CM&T Committee

23<sup>rd</sup> July 2020

Planning & Development Committee

10<sup>th</sup> March 2020

CM&T Committee

4<sup>th</sup> August 2020

**RESOLVED: to recommend to Full Council to engage a Tourism/Events Manager to drive the agreed Tourism Action Plan forward based on the considerations agreed at the meeting, the costs of which would come from the Tourism Strategy/Town Events Budget.**

It was noted that the advert for the post had been circulated in advance and Council approved the terms of the appointment.

Authority was given for the recruitment process to commence and Councillors O’Driscoll and Utting in addition to the Clerk were given approval to move to appoint a suitable candidate as per the specification.

Proposed: Councillor Cutter

Seconded: Councillor

Symonds

Unanimous

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

**20/08#105 Policies**

To confirm amendments to the governance instruments in line with the decision made under minute reference 20/07#91

- **Scheme of Delegation**
- **Standing Orders**
- **Financial Regulations**

There were several minor adjustments proposed to tidy up inconsistencies between the policies.

Proposed: Councillor Ciolte  
Symonds

Seconded: Councillor

For: 13 Against: 1

**RESOLVED – to accept the proposed amendments for the Scheme of Delegation and Financial Regulations with immediate effect. It was noted that in line with provisions within Standing Orders these would stand adjourned without discussion until the next ordinary meeting of the Council.**

#### **20/08#106 Councillor Resignation**

To confirm acceptance of Tracey Burford’s resignation with effect from 29<sup>th</sup> July 2020. (Notice of Vacancy dated 13<sup>th</sup> August)

Mrs. Burford was thanked for the time she had spent on the Council, for her thoughts and ideas for promoting the town. She was wished well for all her future endeavours. It was agreed a formal letter of thanks would be sent.

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

#### **20/08#107 Committee Membership**

[Standing Order 4d](#)

To consider nominations for appointments to the Sub Committees, Panel and Working Group, as below and elect chairmen if requested under [Standing Order 4d vi](#)

It was noted that the Management Committee comprises all Members and that its chairman would have ex-officio status on all sub-committees. Nominations were sought for the position of chairman.

Councillors Utting and Symonds were proposed and seconded but Councillor Symonds confirmed he was happy to give way to Councillor Utting.

Proposed: Councillor Roberts  
O’Driscoll

Seconded: Councillor

For: 13 Abstentions: 1

**RESOLVED – to appoint Councillor Utting as Chairman of the Management Committee**

- Amenities Sub-Committee

**RESOLVED – that Councillors Bartrum, Cole, Howson, Lister, Pope, Symonds, Taylor and Winder be appointed to the Amenities Sub-Committee.**

- Community, Markets & Tourism Sub-Committee

**RESOLVED – that Councillors Fowler, Lister, O’Driscoll, Pope, Taylor and Winder be appointed to the Community, Markets & Tourism Sub-Committee**



- Finance and Personnel Sub-Committee

**RESOLVED – that Councillors Bartrum, Ciolte, Fowler, Stark, Symonds and Winder be appointed to the Finance & Personnel Sub-Committee**

- Property Sub-Committee

**RESOLVED – that Councillors Bartrum, Cole, Ciolte, Gumm, Lister, O’Driscoll and Winder be appointed to the Property Sub-Committee**

- Planning & Development Sub-Committee

**RESOLVED – that Councillors Ciolte, Cutter, Gumm, Lister, Ravenscroft and Roberts be appointed to the Planning & Development Sub-Committee**

- Neighbourhood Development Plan Working Group

It was noted that Mr. Melvyn Reynolds plans to step down from chairing the Group. He was thanked for the many years of hard work and effort which he had devoted to bringing the Plan to the referendum stage and it was agreed a formal letter of thanks would be sent.

**RESOLVED – Councillors Roberts, Taylor and Utting be appointed to the Neighbourhood Development Plan Working Group with authority to appoint non-council members**

- Personnel Appeals Panel

**RESOLVED – that Councillors Gumm, Pope, Ravenscroft, Symonds and Utting be appointed with agreement that should the Panel need to meet three Members would be chosen from the five appointed councillors**

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

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

- Amenities Sub-Committee

Councillor Lister was nominated for Chairman of the Amenities Sub-Committee

Proposed: Councillor Roberts  
Symonds  
Unanimous

Seconded: Councillor

**RESOLVED – to appoint Councillor Lister as Chairman of the Amenities Sub-Committee.**

- Community, Markets & Tourism Sub-Committee

Councillor O’Driscoll was nominated for Chairman of the Community, Markets & Tourism Sub-Committee

Proposed: Councillor Winder  
Symonds  
Unanimous

Seconded: Councillor

**RESOLVED – to appoint Councillor O’Driscoll as Chairman of the Community, Markets and Tourism Sub-Committee.**

• **Finance and Personnel Sub-Committee**

Councillors Utting and Bartrum were nominated for Chairman of the Finance & Policy Sub-Committee. Councillor Utting withdrew.

Proposed: Councillor Utting  
Cutter  
Unanimous

Seconded: Councillor

**RESOLVED – to appoint Councillor Bartrum as Chairman of the Finance & Policy Sub-Committee**

• **Property Sub-Committee**

Councillor Utting was nominated for Chairman of the Property Sub-Committee

Proposed: Councillor Utting  
Symonds  
Unanimous

Seconded: Councillor

**RESOLVED – to appoint Councillor Utting as Chairman of the Property Sub-Committee**

• **Planning & Development Sub-Committee**

Councillor Roberts was nominated for Chairman of the Planning & Development Sub-Committee

Proposed: Councillor Ravenscroft  
Winder  
Unanimous

Seconded: Councillor

**RESOLVED – to appoint Councillor Roberts as Chairman of the Planning & Development Sub-Committee**

**20/08#108 Working Groups**

**To receive and note the updated schedule of proposed meetings from the relevant conveners**

It was noted that the Working Groups have been on hold due to the Pandemic, but it was anticipated that work would commence again shortly with reports available for future meetings.

**RESOLVED – to note the report**

**20/08#109 Official Council Representatives on Outside Bodies**

To appoint to the following Outside Bodies where a vacancy exists.

- i. Market Towns Forum – Councillors Ravenscroft and Roberts
- ii. Ross Business Association – Councillor Utting
- iii. Ross Community Litter Clear Up Crew – Councillor Winder
- iv. Ross in Bloom – Councillor Taylor
- i. Town Team – Councillor Utting

The appointments were voted for en bloc

Proposed: Councillor O’Driscoll  
Cutter  
Unanimous

Seconded: Councillor

**RESOLVED – to appoint the above Councillors as representatives on the Outside Bodies**

8.40pm Councillor Cutter left the meeting

**20/08#110 Finance – Bank Mandates**

To appoint an additional councillor to be a nominated cheque signatory, with any two councillors to sign.

Proposed: Councillor Winder  
O’Driscoll  
Unanimous

Seconded: Councillor

**RESOLVED – to appoint Councillor Lister to be an additional signatory to the existing mandate.**

The Chairman brought forward item #112 to allow #111 to be heard in closed session.

**20/08#112 Hereford & Worcester Fire and Rescue Service – Consultation**

To consider response to the draft Community Risk Management Plan 2021-2025.  
[deadline for consultation 25<sup>th</sup> September 2020]

Councillor Stark appraised the Council of the three stages of the Plan and the importance of ensuring that the Council as well as individual residents/councillors responded to the Consultation.

It was proposed to refer this item to the Planning & Development Sub-Committee for consideration at its next meeting.

**20/08#111 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 20/08 #102 above refers)**

**Commercial in Confidence**

**Ross-on-Wye Economic Development Masterplan**

Members received a verbal report on progress to date following the initial meeting with Herefordshire Council (HC) for the development of the Ross Masterplan.

It was agreed that a proposed Working Group (WG) would come under the umbrella of the CMT

Sub-Committee and that Terms of Reference for the WG and the appointment of a convenor would be agreed by the sub-committee.

Proposed: Councillor Winder  
Utting  
Unanimous

Seconded: Councillor

**RESOLVED – to set up a Working Group to work with HC’s appointed consultants and report back to the Community, Markets & Tourism Sub-Committee. Members appointed were Councillors Bartrum, Lister, O’Driscoll, Roberts, Stark, Symonds, Taylor and Utting.**

There being no further business the meeting closed at 9.15pm

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Chairman

.....  
Date



# Ross-on-Wye Town Council

## Minutes of the Ordinary Meeting of the Full Council held on Monday 14<sup>th</sup> September 2020 at 7.00pm

The meeting was conducted on-line in accordance with  
[Local Authorities \(Coronavirus\) \(Flexibility of Local Authority Meetings\) \(England\) Regulations 2020](#)

Present: Councillor J Winder – Deputy Chairman  
Councillors C Bartrum, S Cole, P Cutter, K Fowler, E O’Driscoll, D Ravenscroft,  
J Roberts, L Stark, P Symonds, R Taylor and J Utting

In attendance: Mrs. S Robson - Town Clerk and Mrs. H Holmes – Finance & Administration Assistant

There were no members of the press and public present, one member of the Police was present

### 20/09#113 Apologies for Absence

Councillors D Ciolte, I Gumm, B Howson and D Lister

**RESOLVED – to accept the apologies given**

### 20/09#114 Declarations of Interest

None

### 20/09#115 Applications for Dispensations

To receive Councillors’ applications for dispensations.  
None

### 20/09#116 Report from Ross Police (for information only)

PC Hawkins reported things in Ross had been peaceful since the outbreak of Covid. It was noted that measures taken to rehome people during the Pandemic had resulted in fewer cases of street drinking in the town.

A question was raised over reports of an armed burglary which appeared to have been targeted at the wrong house. Police are asking for anyone with information to come forward but as yet there are no leads and no CCTV evidence either.

7.02 pm Councillor Symonds joined the meeting  
7.03 pm Councillor Ravenscroft joined the meeting  
7.04 pm Councillor Cole joined the meeting

Councillors reported there had been motorbikes on the Ropewalk and surrounding open spaces on a number of occasions recently. Members were reminded to ensure incidents get reported on the 101 number.

A question was asked about one of the Public Houses as incidents of anti-social behaviour had become a regular occurrence, Council was informed that a multi-agency meeting had taken place resulting in a new team of door staff at the premises and investigations were taking place into the possibility of a new licence.

PC Hawkins was asked about the police approach to the new Covid guidance restricting social gatherings to a maximum of six people. Council was informed that advice would be given when

breaches were reported and if necessary dispersal requests would be issued, fines would be the last resort.

7.10pm PC Hawkins left the meeting

**20/09#117 Public Participation**

[Standing Orders Clause 3 \(e, f, g & h\)](#)

Members of the public may make representations, answer questions, and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. The period of time designated for public participation at a meeting shall not exceed 15 minutes unless directed by the chairman of the meeting. Subject to the above a member of the public shall not speak for more than five minutes. In accordance with this, a question shall not require a response at the meeting not start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.

None present

**20/09#118 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.

**20/09#119 Full Council Meeting Minutes**

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

To confirm and sign the minutes of the extra ordinary meeting of Full Council held on Monday 17<sup>th</sup> August 2020.

**RESOLVED – that the minutes of the extra ordinary meeting of Full Council held on Monday 17<sup>th</sup> August 2020 be signed as a correct record.**

**20/09#120 Committees – To receive and note the minutes of the following meetings and approve any recommendations;**

Planning & Development Sub-Committee	25 <sup>th</sup> August 2020	deferred
Community, Markets & Tourism Sub- Committee	1 <sup>st</sup> September 2020	
Property Sub-Committee	8 <sup>th</sup> September 2020	deferred

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

**20/09#121 Mayor’s Announcements**

To receive a verbal report from the Mayor.

The Deputy Mayor reported he had been pleased to attend the Merchant Navy commemorative flag raising ceremony recently.

The councillors wished to note the recent marriage of the Assistant Clerk, Amanda Smith, and pass on their congratulations to her.

**20/09#122 Town Clerk’s Report – to receive and note the verbal update from the Town Clerk**

Nothing to report

**20/09#123 Finance– Income & Expenditure 2020/2021**

To review the budget information for the year to date.

A question was asked in relation to the value of unspent monies within the expenditure budget and gaps in budgeted income. Council was advised a clearer picture will emerge after the third quarter of the financial year as projects recommence and the outlook will be clearer. There was a suggestion that a cap should be considered when setting next year's budget.

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

**20/09#124 Finance – Accounts for payment**

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

To receive and note items of expenditure paid since the last meeting and accept schedule of updated payments.

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

**20/09#125 Finance – 2020/2021**

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

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

**20/09#126 Motion that stood adjourned from meeting of 17<sup>th</sup> August 2020 (20/08 #105) to recommend to Full Council adoption of the amended Standing Orders.**

The Chairman highlighted the proposed amendments as previously circulated and it was agreed to accept the Standing Orders subject to some minor revisions.

Proposed: Councillor Roberts  
Unanimous

Seconded: Councillor O'Driscoll

**RESOLVED – to adopt the recommendations for the proposed Standing Orders with immediate effect.**

**20/09#127 Market House Service Area**

i) to review the success of the CM&T project to trial a 'pop-up' food court underneath the Market House

Councillors accepted this trial had been incredibly popular and well received and there had been a lot of positive comments and feedback and compliments were paid to the two assistants working there.

ii) to receive a summary of expenditure to date

It was noted that the expenditure was within the agreed amount budgeted for by the CM&T Committee with total costs to date being less than £1000. It was however recognised there was another couple of weeks left to run with payroll expenditure and incidental costs for consumables incurred yet to be processed.

iii) to consider options to extend the initial period past the end of September and authorise continuing expenditure

Council agreed to approve a continuance until the end of October on the same basis and that an extension to the fixed terms contracts for the two staff members should be offered. The CM&T Sub-committee would be tasked with investigating how this could be rolled out again in 2021 and provisions within the budget allocated for it.

Proposed: Councillor Utting  
Unanimous

Seconded: Councillor Symonds

**RESOLVED – to accept the verbal report and note the expenditure and approve continuance of the service until the end of October with its associated costs.**

**20/09#128 Working Groups**

- iii) to receive and note the updated schedule of proposed meetings from the relevant conveners.

**Noted**

- iv) to consider request from the Climate & Eco Emergency Working Group to approve expenditure for a membership to Herefordshire Green Network at an annual cost of £50.00 to come from the Subscriptions Budget.

Proposed: Councillor Utting  
Unanimous

Seconded: Councillor O'Driscoll

**RESOLVED – to approve expenditure in the sum of £50 to pay for an annual membership subscription for the Council to join Herefordshire Green Network.**

**20/09#129 Official Representatives on Outside Bodies**

- i) to receive correspondence from Ross Business Association to confirm it no longer wishes to have an appointed Council representative

**Noted**

- ii) to receive reports from Councillors appointed to represent the Town Council on the following bodies

Basement Youth Trust	Cllrs C Bartrum, B Howson	Working through all the government guidelines to enable reopening of the Centre from 16/9 for 3 evenings per week. A plea was made for volunteers to come forward as well as funding contributions.
Betzdorf Twinning Association	Cllr P Cutter	There was disappointment that the trip had to be cancelled but plans to have a visit in 2021 are being looked at. The Council was thanked for its support of the twinning.
<b>7.56 pm</b>		<b>Councillor Cutter left the meeting</b>
Board of the Community Association	Cllrs K Fowler, D Lister	The Centre has reopened but has incurred additional costs to enable safety measures to be put in place
Condé Twinning Association	Cllr J Roberts	Conde visitors were unable to come across this year, but provisional arrangements are being made for the visit in 2021. Caution is being shown as transport might become problematic if existing routes on the ferry crossings are cancelled
Education Foundation	Cllr J Roberts	The Foundation is working with the CDT to develop a webpage which will have downloadable features for funding applications alongside information to access help
Friends of St Mary's	Cllr C Bartrum	The project to replace the churchyard floodlights is going ahead with the Friends having worked hard to raise funds. The Council was thanked for its financial contribution
HALC Area Committee	Cllr D Ravenscroft	Nothing to report – no meeting
HALC Executive	Cllr D Ravenscroft	The next meeting will be held on 30/9 via zoom and the AGM will be on 28/11
Market Towns Forum	Cllrs D Ravenscroft, J Roberts	Nothing to report – no meeting
Namutumba Twinning Association	Cllr J Roberts	The trip had been cancelled, disappointing for 6 <sup>th</sup> Form JKHS pupils. The Crested Crane Charity Shop has closed as a result of Covid as the committee felt it could not meet the stringent safety requirements. Funding is still available for projects to go ahead in Uganda
Parochial Church Council	Cllr R Taylor	A number of minor jobs in the churchyard have been carried out, including the removal of low hanging branches. It was reported the rose

		beds have been grassed over when the footpath/entrance way to the Church was upgraded
Ross Charity Trustees	Cllrs P Cutter, J Roberts	No meeting but progress with the s106 Agreement for the Cawdor development is being made
Ross Community Development Trust	Cllr E O'Driscoll	The Good Neighbour Scheme continues but on a reduced basis, but volunteers are on standby if needed. It was a tremendous success. The Buddy Scheme is having a soft launch and training is in hand, it is hoped to be semi-operational by Christmas in offering practical help and combatting loneliness.
RCLCUC	Cllr Winder	Individual litter picks continued but the Group has now started doing some work in hot spot areas
Ross Fairtrade Group	Cllr B Pope	Not present
Ross in Bloom	Cllr R Taylor	The Group has lots of ideas and will be getting involved with the planting scheme on Caroline Symonds Gardens
Ross Library Development Group	Cllr E O'Driscoll	Nothing to report – no meeting
Ross Sports Club	Cllrs D Ciolte, J Winder	The Group has been hard hit by floods first and then Covid. Partnership work is in hand and negotiations with HC are on-going
Ross Town Team	Cllr J Utting	The deadline for funding applications has passed an update will be given in due course
Tudorville & District Community Centre	Cllr P Symonds	The Centre has struggled during Covid, some groups are starting back but many are on hold. It is working hard to adapt to the new circumstances
Walkers are Welcome	Cllr R Taylor	A request to revisit the decision about extending the Buggy Route across Long Acre has been received and referred to the Amenities Sub-Committee

**20/09#130 To confirm date of next meeting and propose items for consideration.**Management Committee Meeting – Monday 12<sup>th</sup> October 2020

There being no further business the meeting closed at 8.20pm

.....  
Chairman.....  
Date**Diary Engagements: 14th July 2020 – 14<sup>th</sup> September 2020****Mayor**

<b>Start</b>	<b>Subject</b>	<b>Location</b>
Mon 20/07/2020 14:00	Cllr Daniel Lister Meeting with Paul Deneen DL	Corn Exchange/Zoom
Wed 22/07/2020 17:30	Market Town Economic Development Masterplans	Corn Exchange/Zoom
Thu 23/07/2020 19:00	Parish Summit - Zoom Meeting	Corn Exchange/Zoom
Mon 27/07/2020 14:00	London Bridge Meeting	Corn exchange/Zoom
Sat 15/08/2020 10:45	VJ Day Celebration-Flag Raising Ceremony	Market Place
Fri 11/09/2020 14:30	Meeting with MP Jesse Norman	Corn Exchange

**Deputy Mayor**

<b>Start</b>	<b>Subject</b>	<b>Location</b>
Mon 27/07/2020 14:00	London Bridge Meeting	Corn Exchange/Zoom
Thu 03/09/2020 09:45	Merchant Navy Flag Raising	Market Place





# Ross-on-Wye Town Council

Minutes of the meeting of Full Council  
Held on Monday 12<sup>th</sup> October 2020 at 7.00 pm

The meeting was conducted on-line in accordance with  
[Local Authorities \(Coronavirus\) \(Flexibility of Local Authority Meetings\) \(England\) Regulations 2020](#)

Present: Councillor D Lister – Chairman  
Councillors C Bartrum, S Cole, P Cutter, E O’Driscoll, I Gumm, B Pope, D Ravenscroft,  
J Roberts, L Stark, P Symonds, J Utting and J Winder.

In attendance: Mrs L Wilcox – Acting Clerk and Mrs H Holmes – Finance & Admin Assistant.  
West Mercia Police – PC Hawkins.  
There were no members of the press or public present.

**20/10#131 Apologies for Absence**  
[Local Government Act 1972 S85 \(1\)](#)  
Councillors B Howson, K Fowler and R Taylor.  
**RESOLVED – To accept the apologies given.**  
Not present - Councillor D Ciolte.

**20/10#132 Declarations of Interest**  
[Local Authorities \(Model Code of Conduct\) Order 2007 SI No. 1159](#)  
None.

**20/10#133 Applications for Dispensations**  
None.

**20/10#134 Finance – External Audit 2019/2020 Section 2 - Accounting Statements**  
[Local Audit and Accountability Act 2014 \[Accounts and Audit Regulations 2015\]](#)  
To approve an amendment to restate the Fixed Assets on the Accounting Statements Current Year to reflect the addition of the capital expenditure at the Ropewalk play area (£40k) and approve authority for the Chairman to sign the Accounting Statements.

The Chairman showed the meeting the amended form with the Clerk’s signature against the restated figure of £771659 (previously shown as £731659).

Proposed: Councillor Utting  
Unanimous

Seconded: Councillor Cutter

**RESOLVED: to approve the amendment to restate the Fixed Assets figure on the Accounting Statements Current Year from £731659 to £771659 to include the £40k additional capital expenditure at the Ropewalk play and to approve that the Chairman sign the amended Accounting Statements.**

There being no further business the meeting closed at 7.15pm

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Chairman

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Date