



Ross-on-Wye Town Council

Minutes of the ordinary meeting of the Management Committee

Held on Monday 11th March 2024 at 7.00 pm
At the Town Hall, Cantilupe Road, Ross-on-Wye. HR9 7AN

Present: Councillors J Utting (Chair), C Bartrum, M Boylan, V Coker,
L Delves, K Fowler, S Freer, D Lister, E O'Driscoll, M Setchfield, L Stark,
J Vidler, and J Winder.

In attendance: Mrs C Boyles – Town Clerk

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

M24/03#22 Apologies for Absence

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

Councillors S Foreman, B Pope and R Taylor.

RESOLVED – To accept the apologies given.

Absent: Councillors D Ciolte and C Lodea.

M24/03#23 Declarations of Interest

[Local Authorities \(Model Code of Conduct\) Order 2007 SI No. 1159](#)

Councillor J Vidler declared a Schedule 1 interest in item M24/03#41 due to the relevance to his business.

M24/03#24 Applications for Dispensations

None

M24/03#25 Report from Ross Police

To receive a verbal report from a representative of the Safer Neighbourhood Team (for information only).

Email updates received from the Police provided a response to the Town Council's enquiry regarding engagement with Ross Harriers in relation to their Boxing Day hunt. The Police had attempted contact several times but had received no response from Ross Harriers. With regard to their opinion on the siting of possible homeless pods, they would require further information and it had been confirmed that there was one CCTV camera in the area that was located by the toilets, looking towards the swimming pool. The daytime meeting with the Police had taken place, with Councillors Bartrum, O'Driscoll and Stark present. The community's priorities had been discussed and an update had been circulated by the Police via Neighbourhood Matters.

M24/03#26 Herefordshire Councillor Ward Enquiries

Town Council Members to raise issues with the Ward Councillors, on matters to be dealt with at County level.

None.

M23/03#27 Public Participation

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

A letter of complaint from a member of the public was read out regarding the location of a bin in close proximity to the resident's property. In accordance with the Town Council's Complaints Procedure, the Town Clerk would acknowledge the complaint. The Management Committee Chairman would investigate and liaise with the Town Clerk in relation to the complaint to determine a course of action.

M24/03#28 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.

There was no confidential business to be transacted.

M24/03#29 Management Committee Meeting Minutes

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

To confirm and sign the minutes of the ordinary meeting of the Management Committee held on Monday 8th January 2024

RESOLVED – that the minutes of the ordinary meeting of the Management Committee held on Monday 8th January 2024 be signed as a correct record.

M24/03#30 Sub-Committees

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

Finance & Property Sub-Committee	6th February 2024
Planning & Development	27 th February 2024

RESOLVED: To make a recommendation to Full Council for a working group to be created in time for the Herefordshire draft Local Plan consultation launch on Monday 25th March 2024

Proposed: Cllr L Delves
Unanimous

Seconded: Cllr J Winder

Amenities Sub-Committee	4 th March 2024
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RESOLVED: To recommend to Full Council that a Working Group is created to explore the options proposed in the document provided by Cllr Stark and to agree to identify opportunities for use of the £20/5k Skate Park budget over the next 12 months and to report back to the Amenities Sub-Committee with their suggestions. Proposed members are Cllr O'Driscoll (convenor) Cllr Winder and Cllr Lister, with the working group to draft Terms of Reference to be considered for approval.

Proposed: Cllr E O'Driscoll
Unanimous

Seconded: Cllr J Winder

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

M24/03#31 Working Groups

- i) Climate & Eco Emergency Working Group
Notice of Motion received from Cllr R Taylor on the 5th March 2024;
Motion for the Rivers and Oceans.



Ross-on-Wye Town Council has stewardship of a relatively small section of the River Wye. It has a responsibility to protect the river, to enhance the habitat, and to educate everyone involved. What happens here eventually has an impact on the ocean.

It is proposed that this Committee resolves that the following aims are adopted;

Aim 1 : To eliminate pollution by sewage, chemicals and plastic.

Aim 2 : To restore natural habitats.

Aim 3 : To protect the river banks as a wildlife corridor.

There were discussions around the wording of the motion. It was agreed to defer the motion until the next meeting, to allow Cllr Utting to draft proposed amendments to the wording.

- ii) *To receive and note the updated schedule of meetings from the relevant conveners*

Working Group	Parent Committee	Convenor	Last/Next Meeting Held
Climate & Eco Emergency	Management	Cllr Taylor	Proposed motion for consideration by the Management Committee had been drafted.
Play Strategy	Amenities	Cllr Pope	The latest round for expressions of interest applications had now opened and the offer of help from a student by Herefordshire Wildlife Trust had been accepted.
Market House Phase II	Finance & Property	Cllr Utting	The contract for the works had now been agreed and signed with the works scheduled for 2 nd April 2024-30 th September 2024.
Refresh Ross	Communities, Markets & Tourism	Cllr Winder	A meeting had taken place and they were in the process of drafting a constitution and opening a bank account in order to set up as a group independent of the Town Council.
John Kyrle 300 th Anniversary	Communities, Markets & Tourism	Cllr O'Driscoll	There was a programme of events planned in the town, commencing 30 th August onwards. It was anticipated that the Town Council's event to mark the occasion would be a major Civic event on Saturday 9 th November, which could hopefully link in with the re-opening of the Market House.

M24/03#32 Mayor's Announcements (for information only)

[a full list of engagements is appended to the minutes]

- i) *to receive a verbal report from the Mayor*

The Mayor reported that his Civic Service had been successful and thanked the Deputy Town Clerk, Town Clerk and St Mary's Church for their help with the event. He had also attended the Armed Forces Covenant review event and encouraged members to attend his upcoming quiz night on the 26th April, to be held at the Larruperz Centre. Tickets were £15 each.

RESOLVED – to receive and note the report.

M24/03#33 Town Clerk's Report (for information only)

to receive and note the verbal update from the Town Clerk

- The Community Development Officer post had been advertised and interviews were scheduled for the following week.

- Members were reminded to contact the Clerk if they would like to attend the Wye Valley National Landscape Winter Seminar, details had been circulated.
- A response from National Highways in relation to the enquiry regarding plans for provision of a crossing point on the A40/A449 had been received. There were no current plans, but they intended carrying out a study to look at the options to improve walking and cycling facilities at this location, as well as requesting the planning authority consider options for securing developer contributions towards the likely costs of any scheme.
- Herefordshire Council had created a planning enforcement search facility and the Clerk would circulate a link.
- A Teams meeting with Herefordshire Council officers and Jesse Norman MP about the Skate Park had taken place. Herefordshire Council would be drafting a licence to regularise the arrangements with the Town Council currently in place, as there was no formal agreement in place.

M24/03#34 Finance– Income & Expenditure 2023/2024

To review the budget information for the year to date.

RESOLVED – to receive and note the report.

M24/03#35 Finance – Accounts for payment [Cheque signatories to be Cllrs Freer & O’Driscoll]

[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.

M24/03#36 Health & Safety

To receive a verbal update on the application of the Council’s Health & Safety Policy, consider any outstanding actions from the Audit and to report any accidents or near misses.

A report on behalf of the Operations Manager confirmed there were no accidents or near misses. There had been no toolbox talk this month due to the office move.

RESOLVED – to receive and note the report.

M24/03#37 Payphone Removal Decisions

To receive the decision from BT to remove the payphones at the following locations and consider requesting a review of the decision:

- *O/S River View, Brampton Street – total calls during last 12 months – 50*
- *O/S John Kyrle High School, Three Crosses Road - total calls during last 12 months – 23*

RESOLVED – to request a review of the decision as the removal of these two payphones shows a lack of consideration for those with no access to a mobile phone. This therefore poses a significant risk to the welfare and safeguarding of young and vulnerable people, especially with the close proximity of the local High School. The Town Council strongly opposes the proposal for removal and requests this decision be reviewed and while the number of helpline calls and total calls made may not be considered to be enough, the Town Council strongly believes that that the number of calls being 50 with 5 helpline calls and 23 with 2 helpline calls is proof that there is a need for the provision of this service.



M24/03#38 CCTV

To receive an update on the Herefordshire CCTV Contribution 24-25 and Safer Streets funding bid and consider any action required

Herefordshire Council had now agreed to fund the shortfall towards the monitoring of the CCTV for 2024-2025, but a stakeholder meeting was scheduled for the 20th March to discuss arrangements ongoing. The Safer Streets 5 projects had been given a completion deadline of the 31st March 2024, when it should have been 31st March 2025. This issue had been raised and a response awaited. In the meantime, for Ross-on-Wye, the only project that could be completed by the 31st March 2024 was the camera at the Bandstand. This required the Town Council to arrange for a fused power supply at Wye Street toilets and a commitment to fund £1,032 (as at 1st March 2024) for a 4G sim for the camera in order to transmit images back to the Herefordshire CCTV Control Room. The Town Council had already agreed to these factors previously, but confirmation was sought due to the length of time that had passed. The cost of providing the required fused power supply was in the region of £137.00.

RESOLVED – to confirm the requirements for the camera at the Bandstand and for installation to proceed. It was requested that this item remain on the agenda for the time being and at September’s meeting an item to consider options for the CCTV when setting the budget would be included in order to allow time for the six month notice period required to cease contributions towards monitoring, should this be necessary.

M24/03#39 Office Relocation

To receive a verbal update on the office move to the Town Hall

The move had been completed smoothly, with the only issue being BT not completing the broadband installation on the agreed date due to issues they had experienced accessing their telegraph pole. Temporary internet arrangements were in place, but now that there was a delay and therefore costs related to this would be incurred by the Town Council a complaint to BT Openreach would be considered. The staff team were thanked for their hard work and completion of the move successfully.

M24/03#40 Councillor Surgeries

To review arrangements for Councillor Surgeries ongoing

RESOLVED – to continue the Councillor Surgeries with the current arrangements, but to make the option of having a ‘buddy’ Councillor available, for those requesting it. Government guidance on Councillor safety had recently been published and would be referred to, with the aim of drafting a policy to be considered for adoption.

M24/03#41 Herefordshire Council Consultation on Licensing of Sex Establishments - Statement of Licensing Policy

To agree any comments on the review of the policy

RESOLVED – not to submit any comments.

M24/03#42 Official Representatives on Outside Bodies

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

Betzdorf Twinning Association	Cllr O’Driscoll	Keen for new members to join. Request funding to assist with travel costs.
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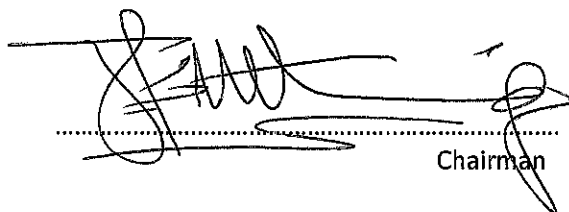


Herefordshire Destination BID Board	Cllr O'Driscoll	An application for LVEP (Local Visitor Economy Partnership) status had been made.
Ross Sports Centre	Cllr Lister, Cllr Winder	Equipment had been damaged by vandalism and they would be considering submitting a grant application to cover the cost of replacement.
Rural Market Town Group	Cllr Stark	Would be attending a meeting scheduled for the 21 st March.

RESOLVED – to receive and note the report.

M24/03#43 To confirm date of next scheduled meeting and propose items for consideration.
 Management meeting – Monday 8th April 2024.
 CCTV/Cllr Taylor’s motion. The twinning budget would be looked at the Finance & Property Sub-Committee and if there were any funding requirements, they would be requested to email these to the Clerk.

There being no further business, the meeting closed at 8.35 p.m.


 Chairman


 Date

Mayor/Deputy Mayor Diary Engagements: 13th February – 11th March 2024

	Mayor	
Start	Subject	Location
Mon 19th Feb, 10:00	Marches Family Network AGM	Hereford
Thurs 29th Feb, 15:30	Ross Court Care Home Pudding Club	Ross-on-Wye
Fri 1st March, 09:30	Meeting with West Mercia Police	Ross-on-Wye
Fri 1st March, 14:00	Environmental Assembly at St Joseph's Primary School	Ross-on-Wye
Tues 5th March, 08:00	Herefordshire Armed Forces Covenant Partnership Annual Review and Breakfast	Hereford
Thurs 7th March, 12:00	Derek Bedford commemoration for Bedford Way	Ross-on-Wye