HEREFORD CITY COUNCIL

MEETING OF THE FULL COUNCIL

23rd June 2026 at 6 PM

HELD IN THE COUNCIL CHAMBER, TOWN HALL, HEREFORD

MINUTES

Present: The Right Worshipful the Mayor of Hereford Cllr Cat Hornsey (in the Chair); Councillors:- Polly Andrews, Kevin Tillett, Debbie Hobbs, Rob Owens, Susan Boulter, Elizabeth Foxton, Jeremy Milln, Jacqui Carwardine, Jim Kenyon, Mark Dykes and Ben Proctor.

Attending: Kim Carpenter – Town Clerk/RFO & Chief Officer

FC26061.0 COUNCIL OFFICAL BUSINESS

FC26061.1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Alex Griffiths, Sam Potts, Adam Spencer, Paul Stevens and Diana Toynbee.

FC26061.2 DECLARATIONS OF INTEREST AND DISPENSATIONS

No declarations of interest or considerations for requests for dispensation in respect of items on the agenda were made by Members under the Herefordshire Code of Conduct.

FC26061.3 PUBLIC PARTICIPATION

It was noted that the doors to the building were open to allow access to the public but there were none in attendance at the meeting.

C Hornsey as a member of the public raised a concern with Council about the new road layout on Holme Lacey Road, which is currently undergoing works to improve wheeling, walking and cycling access but CH has concerns about the danger to walkers and cyclists that the crossing at Hinton Avenue presents. The visibility at this crossing, which is both a pedestrian and a cycle crossing, is

poor and there doesn't appear to be sufficient space between the junction and the crossing for a vehicle, which CH believes creates an additional hazard. CH asked if HCC could consider reviewing this situation and raising concerns with Herefordshire Council. JK added that the office was very low on staff currently and this was additional work for the TC. Which prompted a brief discussion about the design and build of the crossings and the potential need for expert advice.

RO suggested that this might be best discussed at the next Planning & Highways Committee meeting – TC to add to the agenda.

D Hobbs also raised a concern about the installation of the library desk in the reception, which was not in keeping with the building. The TC advised that the original desk was in storage and KT added that it wasn't ergonomically suitable for the library staff or wheelchair users to access the library services, which was why it needed to be changed.

FC26061.4 MINUTES

The minutes for the meeting held on 19th May 2026 were received late and Council felt that it would be prudent to review and approve these at the next Council meeting.

The minutes of the meeting held on 12th May 2026 were proposed as an accurate record of the meeting by KT, this was seconded by DH and resolved with a vote of 10 with 1 abstention.

Council resolved to approve the minutes of the 12th May 2026 as an accurate record of the meeting being carried by a vote of 10 with 1 abstention.

FC26062.0 ITEMS FOR DISCUSSION AND RESOLUTION

FC26062.1 ENVIRONMENT COMMITTEE

There was a brief resume of the policy, and the councils need to develop an action plan for the protection and enhancement of biodiversity, which is a legal requirement but not one we must report on. BP spoke about the action plan and the involvement of other committees within this, so encouraged committee chairs to make themselves aware of specific actions.

The policy and action plan was proposed for approval by BP, this was seconded by JM and resolved with a vote of 9, with 1 against and 1 abstention.

Council resolved to approve and adopt the Environment Policy and Action plan with a vote of 9, with 1 against and 1 abstention.

FC26062.2 ASSET POLICY & WRITING OFF OF OLD ASSETS

The TC explained the policy and the reason for this being returned to Council, as the corporate body is the only official body which can write assets of the Register. KT had previously raised the Golden Post Allotment site as no longer being an allotment and was now Conexus land. He also asked that the policy wording to changed to City rather than Town Council – TC to action.

The asset writes off and rebasing to align with Proper Practices code was proposed by BP, seconded by MD and resolved by a unanimous vote of Council.

FC26062.3 FINANCE COMMITTEE

The Policy and procedure for the payment of expenditure between Finance Committee meetings was proposed by RO, seconded by BP and resolved with a unanimous vote of Council.

Council resolved to approve and adopt the Policy & Procedure for Expenditure Payments with a unanimous vote of Council.

The TC advised Council that ACLCC had completed the year end data and close of year, including the submission of VAT claims as the files had been received late afternoon. These needed to be reviewed and approved by Council, as does the AGAR submission. The internal auditor was waiting on this information to complete his review, the TC informed Council that he was due to retire very soon so we would need to find a new auditor for next year that was independent of council and competent, this statement needs to be minuted when they are appointed. The TC was hopeful that this would be completed shortly and after a discussion with the Major an additional Council meeting has been added on 7th July at 6pm to finalise the year end accounts and the AGAR.

BP proposed that Council allocate a further £10k from its budget to support the engagement and work of a consultant to procure the preferred option for the Zipper bus service as agreed by Council. This proposition was seconded by RO and carried by a unanimous vote of Council.

Council resolved to approve an additional £10k funding towards the engagement of a consultant to deliver the preferred option for the Zipper Buses with a unanimous vote of Council.

FC26062.4 GOVERNANCE COMMITTEE

DH proposed that all the documents listed be taken En-bloc as they had been thoroughly reviewed by Governance Committee, this was seconded by PA and carried by a unanimous vote of Council.

Council resolved to approve and adopt all Health & Safey documents presented and the Scheme of Delegation with a unanimous vote of Council.

FC26062.5 FORMAT OF AGENDAS AND MINUTES

The TC presented the paper and discussed the rational for changing the minute and agenda numbering system, some felt that 2 letters gave more flexibility. The change to the format of agenda and minutes was proposed by KT, seconded by BP and carried with a vote of 11 with 1 abstention.

Council resolved to approve and adopt the changed format for agendas and minutes with a vote of 11 with 1 abstention.

FC26063.0 ITEMS FOR COUNCIL TO NOTE

FC26063.1 MAYOR'S COMMUNICATIONS

The Mayor offered a massive thanks to Kim for holding the fort whilst there were staff shortages. CH spoke briefly about the funeral service for a past mayor being held on 7th July at 1:15pm at Hereford Crematoria followed by a wake at the Railway Club. The flag would be at half-mast that day as a mark of respect.

CH then spoke about the events she had attended over the last month with notable highlights being the Three Countis Liberal Jewish Community Shabbat Morning Service, which unfortunately required a police presence in case of antisemitic protests. The Armed Forces Flag Raising in the city centre with a note to all that Armed Forces Day was being held in Kington on Saturday at 11am.

She also noted that Skylon was celebrating its 5th birthday and that the Kings Award for Enterprise had a category for young entrepreneurs aged between 18 and 30Yrs old. She also noted that BP and herself had abseiled down St Peters Church to raise money for the Fire Fighter Charity.

The request for the mayor diary to be more open and this was still needed to be done.

FC26063.2 REPRESENTATIVES TO OUTSIDE BODIES

To receive reports from members to those bodies that have requested representation from the City Council, only if there is information to feedback, and to consider appointing new representatives where these have been requested.

a. **Hereford in Bloom –** EF gave a brief update of the work being done in preparation for the Britian in Bloom Judging visit and that the local group were encouraging small groups to do their own thing for the tour. RO asked if there was progress being made on additional trustee's =TC to follow up with Kevin.

b. **Close House –** There was no update for Close House

c. **Hereford Business Improvement District** - there was no update for Herford BID and there was still a need to establish the appointment but as PS was not in attendance this was deferred until the next meeting.

d. **Stronger Towns Board –** BP gave a brief report but was unable to give a more detailed update as the Board had not met to discuss the projects. JK wanted it noted that Phase 3 of the Cycle Track was shovel ready if there was any funding available.

e. **Bishop of Hereford's Bluecoat School Charity –** there was no update as DT had sent apologies.

f. **Community Land Trust –** JM gave e brief update on 25 East Street and was hoping that the project would move forward in the Autumn once designs were completed.

g. **Hereford Allotment & Leisure Gardeners –** JK advised that everything was going well but the land issue still needed to be addressed, and we had agreed to move this forward, he suggested contacting Humphry & Symonds for a quote and BP reminded all that 3 quotes were required.

h. **Hereford Association of Local Councils –** there was no update as SP had sent apologies.

i. **Youth Council –** BP advised that YC were keen to deliver projects on the ground and they were working up their priorities for next year. A member of YC had undertaken a survey about young people not feeling safe which BP would share with Council.

There was then a discussion about the selection process for Junior Mayor, there has been no official change, but it seemed good to think of YC and Junior Mayor as a whole and encourage people to apply for both.

j. **Ukraine network/Twinning**

It was agreed to refer this discussion to Community Development Committee for further discussion and recommendations.

26063.3 TOWN CLERK'S COMMUNICATIONS

The TC reminded all that attendance at the office although welcome could be distracting for members of staff, if anyone needs to speak to a specific member of staff, they are to approach the TC in the first instance who can then decide if it's an appropriate time to engage.

The TC also advised that the fencing for the Duck Pond was due to be delivered and will be installed over the summer. JK added that the undergrowth and shrubs will be trimmed to allow clear views under the trees etc, this will also assist in the prevention of anti-social behaviours. He also added that if the Friends of Castle Green had use for the fencing being removed to get in touch, JM added that storage could be an issue.

1. DATE OF NEXT MEETING

To confirm the date of the next meeting as Tuesday 7th July 2026.

This may need to be changed depending on progress with end of year and internal audit.

There being no further business the Chair declared the meeting closed at 7:13 PM

Signed ……

Date ……

DRAFT